



2731 Wetmore Avenue, Suite 410  
P.O. Box 5675  
Everett, WA 98206

telephone (425) 258-9283  
fax (425) 259-2906

## Snohomish County Legal Services Victims of Crime (VOCA) Staff Attorney

### Board of Directors

James Pautler:  
President

Mark Ferraz:  
Treasurer

Rory Hardy:  
Secretary

Judge Tam Bui

Kati Peterson

Judge Richard Okrent

Jayson Thibodaux

Sharolyn Quisenberry

Nicole Franklin

Kristin Baldwin

Caitlin Pratt

Robert O'Neal

Nikki Dickerson

Executive Director  
Benjamin J. Haslam

Sponsored by the  
Snohomish County  
Bar Association



### Program Role

SCLS is a free legal aid program, founded in 1983, serving Snohomish County residents experiencing poverty. SCLS' staff, pro bono attorneys and volunteers provide information, advice and legal representation to ensure meaningful access to justice regardless of individual barriers and needs.

### VOCA Staff Attorney – Job Description

SCLS' VOCA Staff Attorney will provide civil legal assistance in Snohomish County to 1.) survivors of domestic violence, sexual assault, stalking and harassment, and also 2.) parents/custodians of children who have experienced criminal abuse, neglect, kidnapping, custodial interference, or other family-related criminal victimization, in order to help clients and families achieve safety and stability. Such civil legal assistance will include advice and counsel, brief services through clinic programs and pro se assistance, extended representation and in-court litigation. The substantive types of cases handled will include all types of protection orders, family law proceedings, sealed name changes, and representation of victim-witnesses in regards to discovery during criminal prosecutions of perpetrators. The VOCA Staff Attorney will also recruit and mentor *pro bono* volunteer attorneys to assist with such cases.

### Primary Responsibilities

- Provide legal assistance to clients in urgent situations prior to cases being referred to a pro bono attorney in order to ensure the safety of the survivor and their children. Services may include advice, brief services, or representation depending on the needs of the case.
- Draft necessary legal pleadings and appear in court on behalf of clients who are eligible and need legal triage.
- Participate in case review with SCLS' Family Law staff and Executive Director, for case evaluation and assessment.
- Collaborate with other VOCA funded and victim serving agencies including legal services providers and community based domestic violence advocacy programs to improve delivery of services.
- Collaborate with SCLS' family law programs and assist in program development and enhancement.
- Recruit and supervise/mentor interns, externs and volunteers as needed
- Work on joint projects with other SCLS programs as needed
- Participate in general volunteer recruitment and recognition as needed

### Qualifications

- Licensed to practice law in Washington



2731 Wetmore Avenue, Suite 410  
P.O. Box 5675  
Everett, WA 98206

telephone (425) 258-9283  
fax (425) 259-2906

**Board of Directors**

James Pautler:  
President

Mark Ferraz:  
Treasurer

Rory Hardy:  
Secretary

Judge Tam Bui

Kati Peterson

Judge Richard Okrent

Jayson Thibodaux

Sharolyn Quisenberry

Nicole Franklin

Kristin Baldwin

Caitlin Pratt

Robert O'Neal

Nikki Dickerson

**Executive Director**  
Benjamin J. Haslam

**Sponsored by the**  
**Snohomish County**  
**Bar Association**

- Prefer two or more years of experience in family law; including courtroom and trial experience
- Substantial experience and working with survivors of domestic violence and/or sexual assault, or other crime victims
- Experience working with low-income clients, and clients from diverse ethnic, cultural, and socio-economic backgrounds
- Good organizational and communication (written and oral) skills; Demonstrated ability to handle multiple tasks, prioritize, and meet deadlines.
- Demonstrated ability to work collaboratively with others as well as independently.
- Demonstrated commitment to public service.
- Demonstrated ability to work with limited English proficient clients and clients with physical or mental disabilities
- Demonstrated ability to work well in an environment exposed to secondary trauma
- Proficiency with MS Word, Excel, Outlook, and LegalServer or other case management software

Candidates of diverse backgrounds and experiences, and/or with lived experience, are especially encouraged to apply! Please highlight any such relevant experience in your cover letter! To apply, email resume and cover letter to Benjamin Haslam, Executive Director, by January 31<sup>st</sup> at [benjaminh@snocolegal.org](mailto:benjaminh@snocolegal.org)

