



CITY OF SEATTLE

Assistant City Attorney – Employment Section

SALARY:	\$44.72 - \$71.46 Hourly \$93,375.36 - \$149,208.48 Annually
LOCATION:	Columbia Center, 701 5th Avenue, Suite 2050 Seattle, Washington
JOB TYPE:	Civil Service Exempt, Regular, Full-time
SHIFT:	Day
DEPARTMENT:	Law Department
BARGAINING UNIT:	Not represented
CLOSING DATE	08/25/20 04:00 PM Pacific Time

POSITION DESCRIPTION:

The Seattle City Attorney's Office seeks an attorney with substantial experience in employment law and litigation to join ten other Assistant City Attorneys, four paralegals, and three legal assistants in the Employment Section. Our attorneys play a critical role in addressing legal issues arising from Seattle's diverse workforce of over 10,000 employees in a variety of City departments. Employment Section attorneys are generalists in the field of labor and employment, and handle all aspects of litigation in state court, federal court, and administrative forums.

Day-to-day work in the Employment Section is dynamic and fast-paced. Attorneys are responsible for all aspects of the litigation, including setting strategy, discovery, preparing and arguing motions, overseeing mediation and settlement, and taking cases to trial and through any appeal. We take a collaborative, team-oriented approach to litigation and advice work essential for building effective teams and relationships with City Departments and their leadership. Employment attorneys implement the City's Race and Social Justice Initiative in all aspects of their work.

In addition to this opportunity to join a team that is dedicated to public service, the City Attorney's Office offers a generous benefit program which includes paid leave benefits, paid parental and family leave, low cost health benefits, and the opportunity to participate in a defined benefit retirement program.

JOB RESPONSIBILITIES:

- **Litigation:** Defense of the City of Seattle in labor and employment matters before federal court, state court, and administrative agencies.
- **Advice:** Legal counsel to City policy makers, departmental leadership, and human resources professionals, and labor negotiators.
- **Race and Social Justice:** Collaborative work with clients to bring about social change and workforce equity, guided by RSJI and anti-racist principles.

QUALIFICATIONS:

To be successful in this role, you will need to be an independent employment attorney with significant litigation abilities.

This includes:

- Expertise in employment law including traditional labor law and workers compensation
- Ability to first-chair complex litigation and appeals
- Skill in providing sophisticated, nuanced employment and legal advice to executives, managers, and elected officials
- Ability to work collaboratively and independently with a wide variety of matters simultaneously
- Experience in applying policies and practices related to equity

This position requires membership in good standing with the Washington State Bar Association, or ability to obtain membership within four months upon offer.

ADDITIONAL INFORMATION:

Please Note: The Seattle City Attorney's Office seeks to set salaries based on objective measures of experience. Salaries are not subject to negotiation.

Our office is abiding by public health guidelines and maximizing telework arrangements for our employees except for necessary essential in-person work through January 8, 2021. The selected candidate will work with their direct supervisor on alternatives to meet workload requirements while considering public health guidelines during this time frame.

For your application to be accepted, you must:

- complete the online application;
- attach a resume;
- attach a cover letter;
- provide a legal writing sample that is less than 10 pages. This can be an excerpt from a larger sample.

For questions regarding the Seattle City Attorney's Office, this position, or the application process, please contact Bridget Lamp, HR Specialist, at 206-684-8228 or bridget.lamp@seattle.gov. If you have trouble uploading required attachments, please reach out prior to the closing date and time.

APPLICATIONS MAY BE FILED ONLINE AT:
Job #2020-00700

<http://www.seattle.gov/jobs>
ASSISTANT CITY ATTORNEY – EMPLOYMENT SECTION
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If you are unable to apply on-line you may submit a paper application by the closing date to our office.

OUR OFFICE IS LOCATED AT:
Seattle Municipal Tower
700 5th Avenue, Suite 5500
Seattle, WA 98104

Careers@seattle.gov



Who May Apply: This position is open to all candidates that meet the minimum qualifications. The City of Seattle values diverse perspectives and life experiences. Applicants will be considered regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, or gender identity. The Department encourages people of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ people, people with disabilities, veterans and those with diverse life experiences.

Accommodations for people with disabilities are provided on request.

The City is a Drug Free Workplace.

Assistant City Attorney – Employment Section Supplemental Questionnaire

* 1. Are you an active member in good standing with the Washington State Bar Association?

Yes No

* 2. If no, please explain your ability to waive in upon offer of employment, including what stage you are at in the process.

* Required Question