

State of Washington  
Attorney General's Office

invites applications for the position of:

## Assistant Attorney General - Licensing and Administrative Law Division

careers.wa.gov  
Working for Washington State

**SALARY:** Depends on Qualifications

**OPENING DATE:** 08/02/21

**CLOSING DATE:** 08/31/21 11:59 PM

### DESCRIPTION:

Persons requiring reasonable accommodation in the application process or requiring information in an alternative format may contact Kalea Muigai at 360-586-7698. Those with a hearing impairment in need of accommodation are encouraged to contact the Washington Relay Service at 1-800-676-3777 or [www.washingtonrelay.com](http://www.washingtonrelay.com).



All employees and volunteers of the Washington State Attorney General's Office serve a crucial role in the protection of the state, its people and resources, thereby providing an incomparable degree of job satisfaction. The AGO is composed of diverse, collegial and supremely talented legal professionals who are resolute in their commitment to public service and share the common goal of advancing the public interest. For more information about the AGO, we encourage you to review the Office's Annual Report which can be found [HERE](#) and view [THIS VIDEO](#).

\*\*\*\*\*

The [Licensing and Administrative Law Division](#) of the Attorney General's Office seeks an attorney in its Olympia office to perform mid to senior-level legal services, with an emphasis on tribal and Indian law issues. This includes negotiating state-tribal agreements and assisting with resolving disputes arising under those agreements, advising on tribal treaty rights and related case law as applied to the Division's clients, and litigating and advising on taxation and enforcement authority issues.

### DUTIES:

The attorney selected for this position will provide complex litigation and advice support for the Liquor and Cannabis Board and the Department of Licensing, which have consistent needs for guidance on tribal issues and for representation in original litigation. In addition, the attorney may be assigned to advise various boards and commissions or to assist, as part of a team, with cases or other complex issues for other Division clients. Specific client and case assignments will be based on a variety of factors, including the skills and aspirations of the successful applicant.

While closely collaborating with other attorneys and staff, duties performed by the attorney in this role include:

- Developing and maintaining healthy client relationships;
- Managing all aspects of a varied litigation practice;
- Aiding client agencies in negotiations with tribes on liquor, marijuana, and/or fuel tax issues; and
- Defending claims against agencies and officials in state and federal courts.

The LAL Division consists of 23 attorneys and 15 professional staff based in Olympia and Seattle sections. LAL's work touches the lives of all Washingtonians and focuses on promoting public safety, protecting the economy, and preserving public integrity and trust. The Division handles litigation and advice for three main clients: the Department of Licensing (including its regulation of drivers and professionals and businesses in roughly 45 occupations); Employment Security Department (including its Unemployment Insurance, Paid Family and Medical Leave, and Long-Term Support Services programs); and, the Liquor and Cannabis Board. LAL also handles litigation and advice for several other boards, commissions, and committees, including the Lottery Commission; Interpreter Commission; Board of Accountancy; Board of Registration for Professional Engineers and Land Surveyors; Executive Ethics Board; Commission on Judicial Conduct; Public Records Exemption Accountability (Sunshine) Committee; Certified Professional Guardianship Board; Board of Industrial Insurance Appeals; Consumer-Directed Employer Rate Setting Board; Environmental and Land Use Hearings Office; and Columbia River Gorge Commission. The work of the Division includes client advice and litigation before the Office of Administrative Hearings, professional licensing boards, Washington superior and appellate and federal courts, and ranges from entry-level to high-profile and cutting-edge. LAL prides itself as an energetic, collegial, and high-performing organization of professionals who strive to provide the most ethical and high-quality legal services to our clients. We enjoy our work, our colleagues, and our clients.

### QUALIFICATIONS:

In addition to meeting the requirements to serve as an Assistant Attorney General, the following competencies are required:

- **Skilled practitioner:** Demonstrated excellence in litigation—including at the administrative, superior court, and appellate levels—and in consistently providing high-quality and high-level options-based risk assessment and client advice on complex matters;
- **Communicator:** Exceptional oral and written communication skills, understanding of one's audience, and strong interpersonal skills;
- **Problem-solver:** Skill in identifying and resolving problems, including excellent research and analytical skills and ability to exercise appropriate judgment—paying attention to detail while aware of big picture perspective and the need for inclusion of others affected by decisions;
- **Professional:** Demonstrated ability to maintain productive working relationships across the division, section, and with clients and stakeholders, to meet administrative responsibilities, and to work collaboratively with team members and promote a positive work environment that recognizes and respects all employees; and,

- **Self-starter:** Ability to multitask and prioritize workload, stay organized, work independently, meet tight deadlines, and provide timely client services.

While not required, the following competencies are **highly desired**:

- A minimum of seven years of legal experience;
- Demonstrated experience with tribal and Indian Law issues;
- Experience with open meetings, ethics, and public records issues, and/or with practice under the Administrative Procedure Act; and
- Experience with defending original actions in state and/or federal court.

Applicants must have graduated from a law school accredited by the ABA or completed the WSBA's Rule 6 Law Clerk Program and be licensed to practice law in Washington state. (Applicants who meet the other stated qualifications and are actively pursuing admission by motion will also be considered.) The AGO seeks applicants who are committed to public service as demonstrated by an applicant's background, talents, attitude, and enthusiasm for public law practice. The AGO greatly encourages, celebrates and values diversity, appreciating that a workforce composed of those from different backgrounds and experiences creates an inclusive environment, strengthens positive relationships with the local community and brings new perspectives and approaches to fulfill its mission of providing excellent, independent and ethical legal services to the State of Washington and protecting the rights of its people.

We feel it is important to share our return to work plans as you consider joining our team. This position is located in the city advertised; however currently all staff, whose duties permit, are teleworking. The AGO is planning to re-open its offices for visitors and staff beginning Sept 13, 2021. Additionally, a draft policy is being reviewed for possible adoption that will require all staff to be vaccinated as a qualifying fitness for duty. Staff precluded from vaccinations due to medical conditions and/or sincerely held religious beliefs will have opportunity to engage with Human Resources to explore reasonable accommodation. Applicants or candidates being considered for employment shall not share their vaccination status with hiring managers or interview panels.

#### SUPPLEMENTAL INFORMATION:

This Assistant Attorney General position is represented by the Association of Assistant Attorneys General (AWAAG) / Washington Federation of State Employees (WFSE) AFSCME Council 28, AFL-CIO. AAG salaries start at \$69,396. Ultimately, AAG salaries are set in accordance with the AWAAG CBA. A competitive state benefits package is also offered which includes a choice of medical/dental insurance plans, retirement, life and basic long-term disability insurance. In addition, there are non-financial benefits that include working in a collaborative and supportive work environment where professional development and work-life balance are highly valued. The health, safety and professional satisfaction of all AGO staff and volunteers is critical to fulfilling the mission of the AGO to provide exceptional legal services. Complementing and fostering this goal is a long-standing commitment to environmental stewardship, as evidenced in the AGO's environmental policies.

Interested applicants must apply by hitting the "apply" button above. In addition to the on-line application, one must upload, via the system, **preferably as PDFs**:

- A letter of interest;
- Resume;
- Law school transcript (unofficial copy is acceptable); and
- Writing sample.

**If you have questions about this position and/or wish to learn more about it before applying, please contact Acting Division Chief Marya Colignon at [Marya.Colignon@atg.wa.gov](mailto:Marya.Colignon@atg.wa.gov) or (206) 464-6390. The deadline to apply is August 31, 2021.**

\*\*\*\*\*

*Honoring diversity, equity and inclusion means that as an agency, and as individuals, we are committed to ensuring that all employees and volunteers enjoy a respectful, safe and supportive working environment. Only by fostering the inclusion of people from all backgrounds, cultures and attributes, can AGO employees and volunteers achieve their fullest potential and best advance the goals and mission of the AGO.*

*The AGO is an equal opportunity employer and does not discriminate on the basis of race, creed, color, national origin, sex, marital status, sexual orientation/gender identity, age, disability, honorably discharged veteran or military status, retaliation or the use of a trained dog guide or service animal by a person with a disability. Persons requiring reasonable accommodation in the application process or requiring information in an alternative format may contact Kalea Muigai at 360-586-7698. Those with a hearing impairment in need of accommodation are encouraged to contact the Washington Relay Service at 1-800-676-3777 or [www.washingtonrelay.com](http://www.washingtonrelay.com).*

#### Assistant Attorney General - Licensing and Administrative Law Division Supplemental Questionnaire

1. Your preferred name:
2. Your pronoun(s):
- \* 3. Have you ever worked or volunteered for the Washington State Attorney General's Office?  
If yes, indicate dates and positions in which you served. If "NO", you will need to indicate "NO" or "N/A" in order to proceed with your application.
- \* 4. List all activities or community involvement, past or present, that demonstrate a commitment to public service.
- \* 5. Are you a current member of the Washington State Bar Association?  
 Yes  No

6. What is your Washington State Bar Association number?
7. It is important to note that to serve as an Assistant Attorney General, one must be a licensed attorney with the WSBA. If seeking admission to the WSBA via reciprocity, score transfer, motion or other means, please explain IN DETAIL when you applied for admission, current status of the application and expected date of admission?
- \* 8. Have you ever been subject to discipline or censure by a Bar Association or other licensing organization? If "YES" provide a full explanation for each disciplinary action. If the answer is "NO" you must indicate this by typing "NO" in order to proceed with your application.
- \* 9. Is there any Bar disciplinary proceeding pending against you? If "YES", provide a full explanation. If the answer is "NO", you must indicate this by typing "NO" in order to proceed with your application.
- \* 10. Have you ever been held in contempt or sanctioned by any state or federal court or administrative agency? If "Yes", provide a full explanation for each action. If the answer is "No" you must indicate this by typing "No" in order to proceed with your application.
- \* 11. Have you ever been fired, asked to resign, or resigned in lieu of termination, from any position? If "YES", you must provide a full explanation for each termination. If the answer is "NO", you must indicate this by typing "NO" in order to proceed with your application.
- \* 12. Have you participated, whether as an attorney, paralegal, legal assistant, or in any other capacity, in the representation of any party in a matter where the party's interest was materially adverse to that of the State, its agencies, or its officers or employees? If "YES", please identify all such matters, including the parties to the matter, the court and cause number of the matter, and your role in the matter. If "NO", you must indicate this by typing "NO" in order to proceed with your application. If you require additional space, please attach additional sheets and indicate your attachment here.
- \* 13. Have you participated as a judge, arbitrator, mediator, adjudicative officer, or as a law clerk to such a person, in a matter in which the State or any of its agencies, officers, or employees were a party? If YES, please identify all such matters, including the parties to the matter, the court and cause number of the matter, and your role in the matter. If "NO", you must indicate this by typing "NO" in order to proceed with your application. If you require additional space, please attach additional sheets and indicate your attachment here.
- \* 14. Is there any other matter, person, entity, or personal interest that might present a conflict of interest or otherwise limit your ability to perform work for the Attorney General's Office or represent a state agency, officer, or employee? If YES, please identify such matters, persons, entities, or personal interests with sufficient detail to allow the Attorney General's Office to understand the nature of the potential conflict of interest. You are not required to disclose any pending or contemplated complaint or dispute for which the law allows you to remain anonymous; however, you are responsible for not accepting assignments that would violate conflict of interest or confidentiality provisions of the Rules of Professional Conduct or other laws with regard to such matters. If "NO", you must indicate this by typing "NO" in order to proceed with your application. If you require additional space, please attach additional sheets and indicate your attachment here.
- \* 15. Please be advised that the AGO thoroughly checks references, including one's current employer. HOWEVER, it is very important to note that references are ONLY checked after at least one interview. Any concerns about checking references can be discussed during any interview. For the sake of efficiency, we ask that you proactively provide a release by responding affirmatively to the following statement. I authorize the Washington State Attorney General's Office (AGO) to contact any or all of my former or present employers, or organizations for which services have been provided, for the purposes of verification and reference. This may include information of a confidential nature, to include but is not limited to reviewing my personnel file, contacting any references, and/or contacting anyone else who might be familiar with my past job performance. I knowingly and voluntarily release the state of Washington, the AGO, its individual employees, and all my former or present employers, and their individual employees, from any and all known and unknown claims for damages or other relief arising out of the AGO's request for and receipt of employment information, unless my current or former employer is prohibited by state or federal law from disclosing the information that the AGO requests. PLEASE TYPE YOUR FULL NAME IN RESPONSE TO THIS SUPPLEMENTAL QUESTION TO PROVIDE SUCH AUTHORIZATION.
- \* 16.

Have you uploaded all of the required material (i.e., letter of interest, resume, law school transcript and writing sample) with this application?

Yes  No

- \* 17. We feel it is important to share our return to work plans as you consider joining our team. This position is located in the city advertised; however currently all staff, whose duties permit, are teleworking. The AGO is planning to re-open its offices for visitors and staff beginning Sept 13, 2021. Additionally, a draft policy is being reviewed for possible adoption that will require all staff to be vaccinated as a qualifying fitness for duty. Staff precluded from vaccinations due to medical conditions and/or sincerely held religious beliefs will have opportunity to engage with Human Resources to explore reasonable accommodation. Applicants or candidates being considered for employment shall not share their vaccination status with hiring managers or interview panels. PLEASE TYPE YOUR INITIALS IN RESPONSE TO THIS SUPPLEMENTAL QUESTION TO ACKNOWLEDGE THAT YOU HAVE READ THIS STATEMENT REGARDING WORKING CONDITIONS.

\* Required Question