

**Job Title:** Family Law Attorney  
**Reports To:** Director of Legal Services  
**FLSA Status:** Full-time, Exempt, Regular  
**Department:** Legal Services  
**Job Classification:** 6 - Professional

## **SUMMARY**

The Attorney at YWCA Pierce County represents victims of domestic violence whose cases require the expertise of a licensed Washington State attorney. Provides zealous legal representation to clients primarily in family law and protection order cases. This position represents clients in court, draws up legal documents, obtains protection orders, participates in mediation/settlement conferences, advises non-represented clients, and corresponds with other attorneys.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Represents clients in court, or before administrative agencies.
- Gathers evidence in civil and other cases to formulate response or to initiate legal action.
- Conducts research, interviews clients and witnesses, and handles other details in preparation for court appearances.
- Prepares legal briefs, develops strategy, arguments, and testimony in preparation for presentation of cases.
- Files briefs, motions, and ex parte orders in Pierce County Superior Court
- Participates in mediation and settlement conferences with clients.
- Interprets laws, rulings, and regulations for clients and department staff.
- Consults with non-represented clients who are working with a staff legal advocate to advise them of rights and provide legal advice.
- Provides ongoing support and guidance to legal advocates.
- Advises non-represented clients in coordination with their assigned legal advocate.
- May provide legal advocacy training to advocates, and community agencies, make presentations at conferences, and/or participate in community legal clinics, upon request.
- Participates in agency or community work teams, including committees, task forces, or event planning, upon request.
- Actively participates in staff meetings and scheduled internal trainings.

This is a general description of the responsibilities of the position, and it is not inclusive of all job duties; other associated duties may be assigned. Work situations are varied and require organization and prioritization. Position requires the ability to work independently. Internal contacts include all levels of staff and management. External contacts may include state and local public agencies and community organizations.

## **OTHER KNOWLEDGE, SKILLS, AND ABILITIES**

- Expertise in family law in Washington State
- Commitment to YWCA vision, mission and values
- Commitment to work effectively with diverse people
- Commitment to work with survivors of trauma, domestic violence, sexual assault, and understanding of the impacts of trauma.
- Knowledge of legal protections available to survivors of domestic violence
- Demonstrated interest in social justice and social services work
- Consistent attendance and punctuality
- Ability to provide excellent customer service

- Ability to explain complex concepts in a simple and straightforward way
- Ability to synthesize disjointed information
- Detail oriented with a high level of accuracy
- Strong communication skills with the ability to listen actively and respond in a timely, competent manner.
- Proficiency with Microsoft Office/365 suite of software
- Ability to do accurately enter data in agency database(s)
- Ability to work independently as well as a member of a team
- Ability to make effective and persuasive speeches and arguments
- Ability to prioritize tasks and manage time
- Ability to read, analyze, and interpret complex documents
- Ability to respond effectively to sensitive inquiries, concerns, and/or complaints

### **SUPERVISORY RESPONSIBILITIES**

This position may supervise and mentor a staff Rule 9 attorney/intern

### **REQUIRED EDUCATION and/or EXPERIENCE**

- J.D. from accredited law school
- Washington State Bar member in good standing
- Minimum of two years of experience with family law trials and all related proceedings. Trial experience is required.
- Past experience working with survivors of trauma
- Experience living or working in diverse communities
- Fluency in Spanish preferred but not required

### **OTHER QUALIFICATIONS**

- Must have the ability to transport self from the office (405 Broadway, Tacoma WA) to Pierce County Courthouse (930 Tacoma Ave S, Tacoma WA). If that includes driving your own vehicle, then you must possess valid driver's license and insurance per state law
- Acceptable criminal history record
- Completion of required new employee training and onboarding within the first 90 days of employment

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions.

The work environment is typical of an office setting. The physical demands of the position are typical of an office position: computer work, phone calls, meetings, occasional presentations and occasional travel.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. Specific vision abilities required by this job include close vision, and ability to adjust focus.

The noise level in the work environment is usually low to moderate.

Some primary duties of this position take place at the Pierce County Courthouse, located at 930 Tacoma Ave S, Tacoma WA. The courthouse is accessible in accordance with ADA requirements.