

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

### **SUMMARY**

Represents victims of domestic violence whose case circumstances require the expertise and standing of a licensed Washington State attorney. Represents 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 case
- Files briefs, motions and ex parte orders with court clerk
- Participates in mediation and settlement conferences with clients
- Interprets laws, rulings, and regulations for clients
- Consults with non-represented clients who are working with a staff legal advocate to advise them of rights and provide legal advice
- May provide legal advocacy training to community agencies, make presentations at conferences, and/or participate in community legal clinics, upon request
- Participates in agency or community work teams, upon request, including committees, task forces, or event planning
- Actively participates in staff meetings and scheduled internal trainings
- Consistent attendance, punctuality

This is a general description of the responsibilities of the position; additional tasks may arise in the course of work that are related to this job description.

### **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 understands the impacts of trauma
- Knowledge of legal protections available to survivors of domestic violence
- Demonstrated interest in social justice and social services work
- 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

- Proficient in Microsoft Word and Excel
- Experience working with Amicus Software preferred
- Ability to do data entry
- Ability to work as a member of a team and independently
- 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 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
- Five years of experience with family law and civil court proceedings In Washington
- Past experience working with survivors of trauma
- Experience living or working in diverse communities

#### **PREFERRED EXPERIENCE**

- Spanish fluency 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 own vehicle then must possess valid driver's license and insurance
- Acceptable criminal history record
- Completion of Domestic Violence Victims Services Training within first year 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.