

**ASSISTANT CITY ATTORNEY, EMPLOYMENT SECTION  
SEATTLE CITY ATTORNEY'S OFFICE**

**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 in the Employment Section. Applicants should be familiar with Washington labor laws as well as federal and state laws governing employment. In addition, attorneys are expected to be able to quickly gain a working knowledge of civil service rules and other City-specific ordinances and policies.

Employment Section attorneys play a critical role addressing legal issues arising from Seattle's diverse workforce of over 10,000 employees in a variety of City Departments, including the Seattle Police and Fire Departments, Seattle City Light, Seattle Center, and the Department of Human Services. Employment Section attorneys are generalists in the field of labor and employment. They take full responsibility for litigation in numerous forums, including federal and state court; the Public Employment Relations Commission; two Seattle Civil Service Commissions; and in arbitration proceedings. They must also provide thoughtful, cogent advice to executives, managers, and HR professionals, integrating knowledge of a diverse range of legal considerations, including the Americans with Disabilities Act; federal, state and local laws prohibiting discrimination in employment; the Public Employees' Collective Bargaining Act; the Family and Medical Leave Act; federal and state laws regarding wages; employee-misclassification laws; and the City's personnel ordinances and personnel rules.

An employment attorney must also assist in implementing the City's Race and Social Justice Initiative in all aspects of our work.

Employment attorneys work within the Civil Division of the City Attorney's Office, which provides high-quality legal representation for all City departments. Seven sections comprise the Civil Division: Contracts and Utilities, Environmental Protection, Government Affairs, Land Use, Torts, Employment, Regulatory Enforcement and Economic Justice.

The work of the Employment Section is dynamic and often fast-paced. Attorneys at the City must be comfortable with substantive responsibility. The attorneys and staff take a collaborative, team-oriented approach to both litigation and advice work, seeking to build effective teams and strong, lasting relationships with City departments and their leadership. Most Employment Section matters are staffed with one or two lawyers and one paralegal; so an orientation toward collaboration and teamwork is essential.

## **Job Responsibilities**

- Litigates employment and labor law cases in state and federal courts and before agencies and arbitrators;
- Provides legal counsel to City departments; and
- Advances the City's Race and Social Justice Initiative through collaborative work with clients to bring about social change.

## **Qualifications**

### **Minimum**

- Must be a member of Washington State Bar at the time of hire;
- Three or more years of employment litigation experience;
- Three or more years of labor and employment counseling experience;
- Ability to work both collaboratively and independently;
- Ability to handle a variety of matters simultaneously;
- Excellent research, writing, communication and interpersonal skills;
- Ability to work in a collegial environment, integrating and supporting other team members;
- Ability to represent the Law Department in a professional and ethical manner at all times and demonstrate professionalism in all interactions with Law Department employees, management representatives, and elected officials; and
- Commitment to the City's Race and Social Justice Initiative.

### **Desired**

The most successful candidate will possess the following skills and abilities:

- Eight or more years of experience in employment litigation and counseling;
- First-chair litigation experience in administrative agencies, arbitration proceedings, and state or federal court;
- Appellate litigation experience;
- Experience providing sophisticated employment-law advice to executives and managers;
- Experience providing legal advice to elected officials;
- Knowledge of and experience with traditional labor law, including participating in collective bargaining negotiations and strategy discussions;
- Knowledge of and experience with civil service law; and
- Familiarity with workers' compensation law.

**Additional Information**

In addition to completing the City of Seattle on-line application fully, please submit a cover letter, describing the reasons for your interest in the position and outlining your relevant experience, a resume, and a writing sample.

Please apply at <https://www.governmentjobs.com/careers/seattle>

**Job Posting closes Tuesday, September 26, 2017.**