



**KING COUNTY BAR ASSOCIATION  
RECORDS PROJECT STAFF ATTORNEY**

**MISSION**

The King County Bar Association promotes and supports a diverse and collegial membership; works with the judiciary to achieve excellence, equity, and accessibility in the administration of justice; and benefits the community through public service and engagement in public policy.

**POSITION MISSION**

Reports to the Pro Bono Services Director. The Records Project Staff Attorney provides training, supervision and mentoring to volunteer attorneys representing low-income individuals in vacating criminal convictions. In addition, the role administers the day-to-day operations of the Records Project. The staff attorney may provide legal advice and limited representation as well as assist with various program and volunteer development duties.

**KEY ACCOUNTABILITIES**

**Advocacy and Pro Bono Program Management:**

- Provide limited legal advice and representation to individuals referred to the Records Project
- Recruit, train, and support volunteer attorneys
- Conduct legal research, write briefs, pleadings, and gather other legal documents as necessary
- Oversee and maintain quality of client advocacy by volunteers
- Review cases for legal merit before placement with volunteer attorneys
- Stay apprised of legislative and regulatory changes and update volunteers and program material in accordance with new laws
- Create and maintain partnerships with community organizations and collaborate with systemic advocacy
- Develop a team environment with anti-racism and equity as a priority

**Administrative and Supervisory:**

- Review and oversee data input in Legal Server data management system
- Prepare reports, articles, and communications both for internal and community distribution
- Develop, design, and implement volunteer training and materials
- Obtain feedback from volunteers and clients on outcomes, satisfaction with services, and quality control
- Mentor volunteer attorneys
- Provide support and back-up to Records Project staff
- Assist Records Project staff with case referral management

- Assist with grant reporting, including gathering data and providing narratives
- Serve as a member of the Pro Bono Services Leadership team.

### **Outreach and Collaboration:**

- Collaborate with other KCBA Departments and Pro Bono Programs
- Update community resources and pro se materials
- Foster new partnerships with community agencies
- Develop outreach materials for community partners and outside agencies
- Other duties as may be assigned.

### **WHO YOU ARE**

#### **A team player who has the following skills:**

- Familiarity with local community resources
- Excellent organizational and communication (oral and written) skills
- Ability to track and meet competing deadlines
- Demonstrated ability to recruit, train, supervise, and mentor volunteer attorneys
- Experience working with low-income, vulnerable people, and working with people from diverse ethnic, cultural, and socio-economic backgrounds
- Understanding of the systems of oppression, specifically as to the criminal justice system, and how to actively promote anti-racism within this work
- Proficiency working with individuals with limited English; and with individuals with physical and/or cognitive impairments
- Ability to analyze information quickly and work well in a fast-paced environment
- Creative problem-solving and mediation skills
- Ability to work well individually or within a group, and especially with legal support staff
- Proficiency with technology including, but not limited to, Microsoft Suite, case management systems, Zoom

#### **And who has the following education and experience:**

- Licensed to practice law and in good standing in Washington state or taking the July 2022 Washington state bar exam;
- Experience in criminal law including courtroom and trial experience preferred (Rule 9 experience will be considered);
- Experience working with people from diverse racial, ethnic, cultural, and socio-economic backgrounds;
- Supervision experience is preferred;
- Experience with volunteer management and mentoring is preferred.

### **ABOUT KCBA**

Founded in 1886, KCBA is a membership legal organization with over 5,500 attorney members, 45 staff and an annual budget of over \$4,000,000. As an equal opportunity employer, KCBA is committed to upholding an equity and justice-based organizational environment for the public, the client communities it serves, its members, its Boards, its staff and its volunteers. This means the organization actively promotes mutual respect, acceptance, teamwork, and productivity among people

who are diverse in work background; lived and professional experience; immigration status and citizenship; education; race and ethnicity; national origin; sexual orientation; age; indigenous group membership; religious preference; marital status; sensory, mental, and physical abilities; social class; gender identity; veteran status, as well as other differences relevant to equity and justice. The resulting diversity is both a source of organizational strength and a matter of fundamental human fairness.

Please note, one of KCBA's programs supports attorneys working with parents and guardians of at risk children. As a result, certain convictions would make an applicant ineligible. The King County Bar Association requires all employees be fully vaccinated against COVID-19. To meet this requirement, all employees must provide proof of vaccination approved by the Center for Disease Control and Prevention (CDC). If you need a reasonable accommodation for the application process, have questions regarding eligibility, or have vaccination questions, contact Len Roden at [lenr@kcba.org](mailto:lenr@kcba.org).

### **POSITION DETAILS**

This is an exempt, full-time position based in Seattle, WA that may require occasional local travel within King County. Salary range is \$70,000-\$85,000 annually based on years of experience, with excellent benefits. Benefits include employer-paid healthcare, 401k plan with automatic employer contribution, subsidized transit pass, flexible spending account, professional development opportunities, paid vacation, sick leave, and more.

### **TO APPLY**

Priority will be given to those who apply by 5:00 p.m. July 5, 2022 via email. Make "Records Project Staff Attorney" your subject line and **send a letter of interest that addresses any lived or professional experience that would contribute to our advocacy and our commitment to anti-racism and equity**, resume, and three references to: [HR@kcba.org](mailto:HR@kcba.org).