



Washington State Office of Public Defense

July 29, 2022

Open Until Filled
(First Round of Interviews
Weeks of August 22nd, 29th)

Exempt Recruitment **Parent Representation Program Paralegal** **\$65,000 - \$70,000 annually**

Washington State Office of Public Defense
Olympia, Washington
www.opd.wa.gov

We Want You to Join Our Passionate Public Defense Team!

About the Washington State Office of Public Defense (OPD)

We are an independent judicial branch agency mandated to implement the constitutional and statutory guarantees of counsel and to ensure the effective and efficient delivery of indigent defense services funded by the state.

Mission: Upholding the rights of all people who are facing the loss of liberty or family by providing statewide leadership, administration, and support to the multidisciplinary public defense profession.

Vision: Public defense clients, everywhere in the state, receive truly equitable and client-centered representation from fully supported professionals.

Values: Justice ■ Service ■ Equity ■ Excellence

We administer a variety of programs, including systemic improvement programs and programs providing direct representation. To learn about OPD's programs click [here](#). We are dedicated to excellence in public law and indigent defense, and we seek talented candidates who share this commitment to client-centered service. We value employees who bring diverse backgrounds in education, employment, community activities, and life experiences to enhance our office.

Program Description

The Parent Representation Program contracts with attorneys, social workers, and social service workers in all 39 counties to represent indigent parents, custodians and legal guardians involved in child dependency and termination of parental rights proceedings.

Key elements of the Parents Representation Program include: caseload limits and professional attorney standards; access to expert services and independent social workers; OPD oversight; and ongoing training and support.

PRP Purpose Statement: Ensuring a fair and equitable child welfare system by leading, administering, and supporting the effective and efficient delivery of multidisciplinary right-to-counsel services for indigent parents facing state intervention in the parent-child relationship.

The Position

The Parents Representation Program currently has 3 FTE legal assistants to support 6 FTE Attorney Managers (including two Co-Supervising Attorneys) and 2 FTW Social Services Managers (including a Supervising Social Services Manager). The paralegal will increase the overall availability of administrative support for the Parents Representation Program. Additionally, the paralegal will act as a lead to support the management and flow of the statewide administration of the statewide program. The paralegal will also provide needed support to support maintenance of model briefing and other tools to support program attorneys. Finally, a paralegal will be assigned to support duties around caseload and data analysis needed to manage the administration of the Parent Representation Program.

Periodic travel is required in Washington State, including occasional overnight travel. Out-of-state travel occurs infrequently.

Minimum Qualifications

- Able to develop and sustain respectful professional relationships with a diverse community of child welfare professionals and others.
- Demonstrate understanding of and experience advocating against the impact of race, bias, discrimination, and differential treatment of communities disproportionately composed of Black, Indigenous, and people of color, individuals who identify as LGBTQIA+ or other sexual minorities, individuals with disabilities, immigrants, limited English speaking persons, and others who have been historically disproportionately overrepresented in the child welfare and related law and justice systems.
- Have the ability to prioritize tasks, and to function independently as well as part of a team in a collaborative environment.
- Proficient with computer use and with advanced skills in Excel, Outlook, and Word
- Attention to detail and excellent writing and proofreading skills.

Desired Qualifications

- Extensive experience using Excel and using it to sort and analyze massive amounts of data, and to organize that data into understandable charts and tables.
- Experience reading cases and court documents and the ability to organize them to be easily found in a brief bank
- Excellent Outlook calendaring skills to keep a large team of people organized
- Able to merge information from databases into Word documents
- Able to take technology skills and creatively use it to solve problems
- Experience anticipating the needs of managers in a way that helps them do their job better
- Paralegal Certificate *OR* experience working as a legal assistant, paralegal, legal clerk in a law firm/government entity

General Responsibilities

- Exercise mature judgment in potentially sensitive, high-stress situations.
- Participate in and foster a collaborative working environment at OPD, statewide stakeholder groups, and in demographically diverse local court systems.
- Diligently follow attorney and state employee ethics requirements.
- Conduct all activities with the highest degree of professionalism in furtherance of OPD's Mission, Vision and Values.

Compensation

\$65,000 - \$70,000 annually.

Compensation depending on qualifications. Washington State employees are offered a comprehensive benefit package that includes: paid holidays, vacation and sick leave, retirement and health, dental and life insurance coverage for self and family. There are also options for deferred compensation and pre-tax flexible spending accounts.

Application Process

Interested candidates should *submit the following by email* to Kendra Freas, Kendra.freas@opd.wa.gov:

- Letter of interest.
- Current résumé and a list of at least three professional or lived experience references.
- A self-edited writing sample describing the outcomes of a specific project or program that the candidate has managed or been involved with as a principal
- [Application for State Jobs](#) (Word file) (Rev. 6/4/19)

COVID-19

With regard to COVID-19, OPD will follow the guidance of federal and state restrictions in considering any future at home or in office work requirements and will strive to maintain a policy that is safe for the office and individual employees. Currently, people working in the office must be vaccinated or have an accommodation approved by the Director.

Diversity, Equity and Inclusion

We vigorously pursue diversity in the work force. Women, racial and ethnic minorities, persons over 40 year of age, LGBTQIA+, persons with disabilities, formerly incarcerated, prior child welfare involvement, and military veterans are encouraged to apply. Pursuing diversity, equity and inclusion means that as an agency, and as individuals, we are committed to ensuring that all employees enjoy a respectful, safe, and supportive working environment.

Teleworking

Our offices are in Olympia, Washington. We have teleworking options available by policy, and will be considered on an individual basis depending on the needs of the position and the availability of adequate equipment.