



THURSTON COUNTY VOLUNTEER LEGAL SERVICES

POSITION DESCRIPTION

- POSITION TITLE:** Senior Attorney - Domestic Violence Survivors
- COMPENSATION:** Annual Salary, \$67,000 to \$72,000.
Monthly health stipend of \$500.
Phone reimbursement of \$50
Vacation and Sick Leave Provided.
- HOURS:** TCVLS is committed to work-life balance. This position is exempt from over-time pay (exchange time is available). **35 hours per week is considered full time.**
- LOCATION:** This official location for this position is in Olympia. While remote work is possible, all staff are expected to work in the office on at least a part-time basis. Travel within the five counties that make up the TCVLS service area will be required.
- RECRUITMENT:** Open until filled. Candidates must include a cover letter, a resume that reflects the required education and experience, and a list of three references (please include phone numbers). Please send to smiller@tcvls.org.

AGENCY SUMMARY:

Thurston County Volunteer Legal Services (TCVLS) is a 501 (c) 3 organization that provides legal assistance to low-income individuals and families for a variety of civil legal proceedings. We provide services through trained volunteer attorneys to help people self-represent by providing legal advice and consultation, and TCVLS has teams of paid staff attorneys who provide advice and direct representation to eligible clients primarily in family law and evictions. TCVLS provides legal services in Thurston, Mason, Grays Harbor, Pacific, and Lewis Counties.

TCVLS is committed to race equity and justice. We want our employees to be diverse and reflect our community. We strive to have services and programs that are free from bias and oppression and staff and volunteers that treat everyone with dignity and respect. More information about what it means to commit to these principles referred to as “REJI” can be found here: Washington Race Equity & Justice Initiative – WA REJI.

Phone
(360) 705-8194

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P.O. Box 405, Olympia, WA 98507-0405



POSITION SUMMARY:

TCVLS Staff Attorneys work under the general direction of TCVLS Executive Director. The Domestic Violence Senior Attorney position provides supervision of all legal work and coordinates caseload assignments for the DV staff attorney team. The position is funded through at least June 30, 2025, by an on-going grant from the Office of Civil Legal Aid (OCLA). All positions are overtime-exempt and serve at will.

The Domestic Violence Senior Attorney will provide civil legal assistance to low-income individuals or families who are survivors of domestic violence. Services will include advice and counsel, limited representation, brief services, and/or extended representation in protection order and family law matters. Priority for legal services will be given to immigrants with language barriers, American Indians and Native Alaskans, others with limited access to the courts because of race, ethnicity, culture, sexual orientation/gender identify or disability and those who are identified as high risk based on assessment tools used by DV/SA organizations (such as the Jackie Campbell Danger Assessment). Those living in rural communities and who are isolated will also be part of the priority community of clients. While there is no specific income qualifying criteria, we will prioritize those without the resources to hire an attorney. Emphasis will be on protection orders and family law representation necessary to secure safe and supportive parenting plans, including protection orders for children and child support. This position will serve residents of Thurston, Mason, Grays Harbor, Pacific and/or Lewis Counties. Some evening and weekend work may be required. Valid driver’s license, insurance and private vehicle required.

ESSENTIAL FUNCTIONS:

- Licensed to practice law in Washington State.
- Provide legal assistance to clients often in urgent situations to ensure the safety of the survivor and their family.
- Provide limited representation, brief services and extended representation to clients impacted by domestic violence, in collaboration with Thurston County Volunteer Legal Services staff and community partners.
- Ability to communicate effectively in English (interpreters are available to communicate with clients who do not speak English).





- Appear in court in-person, by video conferencing or phone based upon the operations of courts within service area.
- Supervise staff attorneys and non-attorney staff regarding protection order and family law matters and provide overall program administration.
- Provide services in a manner that is sensitive and appropriate for those who have been traumatized by physical and mental abuse and/or violence.
- Provide services that reflect understanding of working with Native Americans, persons of color, members of the LGBTQ community, and others who have been marginalized by society.
- Use of a computer, laptop, printer, copier/scanner and phone (including answering system).
- Ability to transfer handwritten information into a client database
- Compile statistical information and prepare data and narrative reports as requested.
- A valid Washington driver's license and automobile insurance. Staff Attorneys must provide own transportation in service delivery area.
- Flexibility to perform other job-related duties as assigned.

QUALIFICATIONS:

Education and experience:

- Member in good standing with the Washington State Bar Association.
- Three years' experience practicing law, experience with Family Law preferred; and,
- Experience in civil legal procedures.

Required knowledge, skills and abilities:

- Passion and commitment to the principles to providing access to justice.
- Compliance with Washington's Rules of Professional Conduct
- Issue identification and problem-solving skills.
- Ability to work a sometimes-nontraditional schedule, including occasional evening hours.
- Demonstrated cultural competence and ability to work with persons of diverse ages, abilities, races, ethnic and socio-economic backgrounds, gender identities, and sexual orientation; and/or individuals from historically marginalized and oppressed communities.
- Strong written and oral communication skills.



- Ability to supervise staff attorneys and non-attorney staff and provide overall program administration.
- Ability to work independently and collaboratively with staff, volunteers, board members, and community partners.
- Ability to prepare and manage a high-volume caseload requiring frequent negotiations with opposing parties and court appearances.
- Ability to develop and maintain relationships with opposing counsel, the court, and the community.
- Strong organizational and time management skills.
- Ability to track and analyze data and produce written and verbal reports and presentations.
- Exposure to and comfort working with interpreters.
- Basic knowledge of and ability to use the technological resources available in the courts and justice system in Washington State (JIS, Odyssey, etc.);
- Competency in Microsoft Office Suite including Excel, Word, Teams, PowerPoint, and Outlook.

Desired knowledge, skills and abilities:

- Experience with pro bono legal representation.
- Knowledge of domestic violence laws, and
- Familiarity with the Legal Server case management system.

TCVLS is committed to equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity or Veteran status. TCVLS staff and its Board of Directors believe in the power of diversity and are committed to building a culturally inclusive team.