



360-705-8194

[www.soundlegalaid.org](http://www.soundlegalaid.org)

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

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## POSITION DESCRIPTION

POSITION TITLE: Eviction Defense Staff Attorney

COMPENSATION: Annual Salary, \$63,000 to \$67,000  
Health, Vision, and Dental Insurance  
Monthly Phone Reimbursement stipend \$50  
Vacation and Sick Leave Provided

HOURS: Sound Legal Aid 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 Sound Legal Aid 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@soundlegalaid.org](mailto:smiller@soundlegalaid.org).

## AGENCY SUMMARY:

Sound Legal Aid 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 Sound Legal Aid has teams of paid staff attorneys who provide advice and direct representation to eligible clients primarily in family law and evictions. Sound Legal Aid provides legal services in Thurston, Mason, Grays Harbor, Pacific, and Lewis Counties.

Sound Legal Aid 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.

### **POSITION SUMMARY:**

Sound Legal Aid Staff Attorneys work under the general direction of the Sound Legal Aid Executive Director. Our Managing Attorney provides supervision of all legal work and coordinates caseload assignments.

In 2021, Washington State passed SB 5160, becoming the first state in the country to provide a right to counsel for low-income tenants facing eviction. The Eviction Defense Staff Attorney works as part of a team of attorneys to provide representation for low-income tenants in Unlawful Detainer (eviction) proceedings primarily in Thurston, Grays Harbor and Pacific Counties, with a limited number of cases in Lewis and Mason Counties. Some evening and weekend work may be required. Scope of service will extend through the conclusion of the case, whether through settlement, or court decision at the show-cause stage, or trial. Valid driver’s license, insurance and private vehicle required.

### **ESSENTIAL FUNCTIONS:**

- Licensed to practice law in Washington state.
- Provide legal representation to low-income individuals and families who receive Summons and Complaint for an Unlawful Detainer.
- Provide limited representation, brief services and extended representation to clients impacted by Unlawful Detainer, in collaboration with Sound Legal Aid 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.
- Provide services in a manner that is sensitive and appropriate for those who have been traumatized by poverty, 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.



- Compile statistical information and prepare reports as requested.
- Use of a computer, laptop, printer, copier/scanner and phone (including answering system).
- Ability to transfer handwritten information into a client database.
- Maintain electronic case records, including time tracking.
- Ability to stand for extended periods of time.
- Mobility around the office and abilities to bend/stoop, push/pull and perform unassisted lifting consistent with the job duties; and,
- A valid Washington driver's license and automobile insurance. Staff Attorneys must provide their 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.
- Ability to train other attorneys, including Housing Justice Project volunteer attorneys who provide advice and consultation to Sound Legal Aid clients.
- 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.
- Ability to transfer handwritten information into a client database.

Desired knowledge, skills and abilities:

- Experience with pro bono legal representation.
- Knowledge of residential landlord/tenant laws, and
- Familiarity with the Legal Server case management system.

*Sound Legal Aid 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. Sound Legal Aid staff and its Board of Directors believe in the power of diversity and are committed to building a culturally inclusive team.*