



# KING COUNTY LAW LIBRARY

*“Without Access to Information, There Is No Justice”*

<b>Position</b>	<b>Outreach Services Attorney</b>		
<b>Location</b>	King County Courthouse: Primarily Seattle -- occasionally Kent		
<b>Starting Salary</b>	\$62,000 - \$68,000 DOE	<b>Salary Range</b>	\$62,000 - \$85,000
<b>Hours</b>	Full time ( <b>35 hour</b> work week)	<b>Status</b>	Exempt

## Job Summary

This is a truly unique and exciting opportunity to make an impact. This position will play a pivotal role as the law library reimagines our approach to our legal reference and outreach services.

## Principal Job Functions

### Legal Services

- Develops, and keeps current, self-help form packets for civil legal issues
- Stays current on best practices and emerging technologies for delivering self-help legal services
- Develops and maintains relationships with other attorneys and legal services organizations to determine areas of need, pursue partnership opportunities, and solicit feedback
- Develops and implements marketing plan for law library's self-help legal services
- Re-imagines and implements award winning Self-Represented Litigant (SRL) workshop series 2.0
- Develops a system to collect, maintain, and analyze statistics for self-help legal services offerings

### Reference Services

- Covers daily shifts on the reference desk, answering questions in person or via telephone or email
- Fulfills "Let Us Do Your Research" requests as assigned
- Develops and presents CLEs on current legal topics for attorneys and workshops for SRL audiences
- Creates, maintains, and revises research materials on our website

## Additional Job Functions

### Innovation

We're seeking someone who enjoys finding opportunities for entrepreneurial solutions. Someone who challenges the status quo and looks for creative alternatives; keeps abreast of emerging ideas in the creation and delivery of law and reference services; seeks scalable methods to implement emerging trends within a limited budget; and is able to recognize mistakes and learn from them.

### Communication

Communicates directly, effectively, and respectfully. Presents ideas in a clear and cogent way and is open to competing ideas. Is mindful of tenor and tone of communications and effect on others.

### Personal Responsibility

Takes personal responsibility for projects and sees them through to completion. Able to create management systems to ensure that projects are completed on time and successfully. Actively seeks opportunities for skills advancement. Lives up to commitments. Timely in day-to-day attendance and in responding to internal and external communications.

**Service**

Committed to highest caliber service to patrons, colleagues, and partners. Values access to justice and equity principles. Seeks to further the law library's mission, "Without access to information, there is no justice." At all times, presents oneself as an ambassador for the law library.

**Collegiality**

Values collaboration and demonstrates flexibility and cooperation in team-oriented projects. Understands the importance of kindness in interactions with patrons, colleagues, and partners.

**Job Qualifications & Requirements****Education**

- Juris Doctor from an ABA accredited law school or equivalent legal experience.

**Experience**

- Significant legal research experience (especially Washington law)
- Legal form drafting (especially Washington law)
- Experience (or strong interest in) working with self-represented litigants, access to justice communities, or other legal aid organizations
- Demonstrated advanced writing skills with ability to calibrate to audiences ranging from seasoned attorneys to those with limited comprehension proficiency

**Skills**

- Strong knowledge of Washington Civil Procedure
- Creativity and problem solving abilities
- Advanced proficiency with the Microsoft Office suite of tools and Adobe Acrobat Pro
- Experience (or strong interest in) creating surveys and assessment tools and producing actionable products from the results

**Additional Responsibilities**

- Must be able to travel to Kent a minimum of two times per month
- May be required to work outside of normal library hours at workshops, special events, networking, and outreach functions
- Must be able to perform additional responsibilities and duties as assigned

**How to Apply**

To apply please submit a resume, cover letter, and three references to:

Tamara Hayes, Technical Services Librarian  
King County Law Library  
[tamara.hayes@kingcounty.gov](mailto:tamara.hayes@kingcounty.gov)

Application review will begin on April 3, 2023 and will continue on a rolling basis with priority given to applications received by April 21, 2023. The King County Law Library is an Equal Opportunity Employer.