

Job Title: Attorney (.74 FTE)

Open Competitive Recruitment

Position opens: November 13, 2017

Position closes: December 22, 2017, 4:30 p.m.

Starting salary \$68,139.69 to \$75,172.94 (.74 FTE), depending on skills and experience
range: [\$45.70 to \$50.39 per hour]
Full-time annualized starting salary range is \$92,080.66 to \$101,518.84

Work Week: 28.75 hours per week, Monday through Friday

To apply: Please email your resume to Susan Campbell at recruitment@pscleanair.org

The Puget Sound Clean Air Agency is a regional government agency created in 1967. Our jurisdiction covers King, Kitsap, Pierce and Snohomish counties. The Agency works to protect public health, improve neighborhood air quality, and reduce our region's contribution to climate change. We achieve our mission by monitoring air quality, sponsoring voluntary initiatives, educating people and businesses about air quality issues, and enforcing state and federal air quality laws.

Our Agency is composed of approximately 74 staff members including: inspectors, air resource specialists, engineers, meteorologists, monitoring technicians, project managers and communications. Our operations are supported by a team of specialists, as well as IT services, human resources, legal, records management, finance and administrative staff. For more information on the Agency, please visit www.pscleanair.org. We are governed by a Board of Directors which includes elected officials from each of our four counties, a representative from the largest city in each county, and one member representing the public at large.

Also, as a part of the Agency's strategic plan, we are deepening our commitment to equity and community engagement. We value an inclusive environment and equitable approaches to our work. We strive to be consistent yet equitable in our practices and policies, as well as in our external relationships among residents, businesses, and community partners. We also value equity, which means doing whatever it takes to ensure every person in our region has the same air-related health outcomes and benefits. The Agency aims to do this while providing responsive customer service through our regulatory and monitoring work as well as partnering with communities to develop solutions through our voluntary programs.

Position Overview

The **Attorney** will perform general civil legal work, with an emphasis on environmental, personnel and regulatory law on a part-time basis. This position reports to the General Counsel and will work closely with the Executive Director, Human Resources Manager, Director of Compliance and Managing Inspectors. The specific job responsibilities include but are not limited to the following:

- Representing the Agency at the Pollution Control Hearings Board and in court on civil matters
- Providing legal advice and support to permitting and inspection teams
- Providing legal advice and support on public records issues
- Conducting research and provide other support regarding environmental laws

- Providing legal advice to the Executive Director, Directors, and Human Resource Manager on personnel, labor and other legal matters
- Conducting research and provide other support regarding personnel, labor and employment law
- Reviewing routine requests for proposal and contracts
- Researching and drafting routine policies and procedures
- In the General Counsel's absence, supervising the Paralegal and Legal Assistant
- Performing other work as assigned by the General Counsel/Director of Compliance

Required Knowledge, Skills and Abilities

- Federal, state and local laws applicable to public agencies, such as public records and open public meetings
- Federal, state and local environmental laws
- Litigation experience
- Excellent attention to detail and deadlines
- Manage variety of assignments
- Represent Agency in legal proceedings in professional and ethical manner
- Legal research and analytical skills
- High quality legal writing skills
- Excellent written and verbal communication skills
- Work independently and exercise good judgment
- Work well with others on a team
- Negotiations, organization, presentation, problem-solving, time-management skills and basic business acumen.

Education and Experience

Candidates may have any combination of education and experience which provides the knowledge, skills, and ability to perform the job.

- **Education required:** Law degree, with license to practice in the state of Washington and a member in good standing of the Washington State Bar Association
- **Experience preferred:** Minimum three to five years of increasingly responsible professional attorney work, preferably in municipal law and/or the public sector.

Benefits

The Agency provides an attractive benefits package which includes:

- Washington Public Employees' Retirement System (PERS) – All full-time employees are required to be part of PERS and choose between PERS 2 and 3
- Medical, dental and vision insurance
- Employees may also elect to participate in the Agency's 125 Plan, Section 105
- Employer paid public transit within the Agency jurisdiction
- 10 paid holidays scheduled throughout the year plus 2 floating holidays
- Sick leave and vacation leave accrual
- Employee Assistance Program (EAP) – the EAP provides a free confidential resource outside the workplace for full-time employees and immediate family members
- Life Insurance - employer paid term life insurance equal to the employee's annual salary
- Short Term Disability
- Long Term Disability
- Tuition Assistance
- Flexible work schedule