

**JOB ANNOUNCEMENT  
HOUSE COUNSEL  
HOUSE OF REPRESENTATIVES**

---

**POSITION**

The Washington State House of Representatives is seeking candidates for the position of House Counsel. This position is nonpartisan and exempt from civil service.

The person selected to fill this position will provide senior-level legal expertise for the full spectrum of legal issues of interest to the House of Representatives.

**DUTIES**

The House Counsel provides legal and policy guidance to the Chief Clerk, the Executive Rules Committee, and members of the House of Representatives.

A major component of this position will be providing oversight and policy guidance to all House workgroups in employment law, including hiring, discipline, termination, workplace behavior, and compliance with state and federal statutes.

Other duties include:

- Advising the Chief Clerk, members and staff on state ethics act requirements
- Advising the Chief Clerk, members and staff regarding public disclosure requirements
- Monitoring and coordinating guidance issued by the Legislative Ethics Board and assisting individual House members in their interactions with the Board
- Coordinating processes and communication with members, staff, private counsel and the State Attorney General, as appropriate, with regards to lawsuits and claims against the House of Representatives
- Coordinating with other legislative counsels
- Advising and providing drafting assistance on a variety of legal documents, including contracts for goods and services
- Participating in the development and implementation of policies of the House

## **QUALIFICATIONS**

Minimum desirable qualifications:

Excellent organizational skills, including the ability to prioritize, coordinate and simultaneously maintain multiple projects with a high level of quality.

Ability to maintain confidentiality and build trust across organizational boundaries.

Ability to work within a team environment to collaborate, interface and influence the executive level of the organization.

Strong analytical and communication skills with the ability to communicate effectively verbally and in writing with employees at all levels of the organization.

## **EDUCATION**

A law degree and admission to the Washington State Bar is required, along with demonstrated professional legal experience. Human resources expertise, either in the form of job experience or an advanced degree is highly desired.

## **SALARY AND BENEFITS**

Salaries for professional legislative staff are competitive. The specific salary will depend on the successful applicant's education and experience.

Employee benefits include: vacation and sick leave; paid state holidays; health, life and other optional insurance; retirement; social security; and military leave.

## **APPLICATIONS**

Applicants should submit a letter of interest, resume, and legal writing sample. Please submit application materials by October 3, 2014, to:

Chief Clerk  
House of Representatives  
P.O. Box 40600  
Olympia, WA 98504-0600

An electronic application package may be sent to [Chief.Clerk@leg.wa.gov](mailto:Chief.Clerk@leg.wa.gov).

This position is open until filled. Applicants are encouraged to submit materials as soon as possible as screening will begin immediately and interviewing will begin in early October.

---

The Washington State House of Representatives is an equal opportunity employer.  
Persons with disabilities needing assistance in the application process, or needing this  
job announcement in an alternative format, should call (360) 786-7101 or TDD: 1-800-833-6388.