

SNOHOMISH COUNTY JOB DESCRIPTION

VOLUNTEER GUARDIAN AD LITEM PROGRAM DEPENDENCY ATTORNEY

Spec No. 5051

BASIC FUNCTION

The primary duties of this class are to represent Volunteer Guardians Ad Litem (VGAL) in dependency proceedings.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Represents VGALs at contested reviews, dependency fact findings, termination fact findings, motion hearings, or any other such legal proceeding involving the VGAL's assigned to dependency cases.
2. Provides representation for VGAL's in proceedings under RCW 13.34 to which the VGAL's are assigned. This includes consulting as necessary with program staff.
3. Plans and presents training to VGALs and Program staff related to dependency, case management and professional conduct.
4. Provides oversight and training for VGAL program contract attorneys including recommendations for case assignment. May participate in the recruitment, training and evaluation of VGAL program contract attorneys.
5. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of dependency law.

MINIMUM QUALIFICATIONS

Legal degree from an accredited law school; PLUS five (5) years experience in Dependency proceedings; OR, equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

SPECIAL REQUIREMENTS

Applicant must be in good standing with the Washington State Bar.

KNOWLEDGE AND ABILITIES

Knowledge of:

- principles and practices of Juvenile Court Dependency system
- laws, rules, regulations and guidelines governing Juvenile Dependency (RCW Title 13, GALR's, Local Court Rules, etc.)
- office procedures, methods, and equipment, including computers and applicable software applications
- methods and techniques of legal research
- rules of professional conduct

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KNOWLEDGE AND ABILITIES (Continued)

Ability to:

- advocate effectively in court and in case related meetings on behalf of the assigned VGAL
- ability to work with individuals from culturally and economically diverse backgrounds
- define legal issues, collect and analyze information, recommend action
- communicate clearly, concisely, and effectively, both orally and in writing
- perform high quality legal research
- work with policies of the Snohomish County VGAL program
- analyze and accurately prepare a wide variety of legal documents
- work under pressure and with individuals who may be distraught or challenging
- organize and perform multiple tasks to meet deadlines
- establish and maintain effective and positive work relationships with groups and individuals inside and outside the office, particularly Attorney General staff, parent attorneys, support staff, Bench, Bar and community
- work independently or as part of a team, as necessary
- assist others when asked or directed
- maintain a high level of confidentiality of records and information
- communicate clearly, effectively, and courteously with attorneys, judges, and the general public
- respond quickly and effectively to unanticipated situations
- uphold the highest ethical standards and commitment to professionalism in all areas of work performance and practice

SUPERVISION

The employee reports to the Community Services Supervisor for administrative purposes. Work is evaluated through conferences and periodic reviews.

WORKING CONDITIONS

The work is performed in the usual office environment with frequent courtroom situations involving child abuse and neglect. Work also entails attending meetings, hearing and other office responsibilities. Employees are required to work evenings, weekends, and holidays as necessary.

Snohomish County is an Equal Employment Opportunity (EEO) employer. Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

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Class Established: March 1998

Revised: February 2017

EEO Category: 2 - Professional

Pay Grade: 247 – Classified Pay Plan

Workers Comp: 5306 Non-Hazardous