

<b>JOB TITLE</b>	Law Clerk I
<b>DEPARTMENT NAME</b>	Attorney General's Office
<b>JOB LOCATION</b>	Room 101 Gerberding Hall
<b>CONTACT/SUPERVISOR</b>	Kay Kinghammer, Evelyn Dunagan, Jeffrey Davis
<b>PHONE NUMBER</b>	206-543-4150 (Complete 10-digit number)
<b>EMAIL ADDRESS</b>	kkingh@u.washington.edu
<b>BOX NUMBER</b>	351260
<b>EMPLOYMENT PERIOD</b>	Summer Only [ ]    Sum & Acad Year [ ]    Acad Year Only [ x ]
<b>HOURS PER WEEK</b>	Sum: 40 hrs/wk [ ]    up to 19 hrs/wk [ ]    Acad Yr: up to 19 hrs/wk [ x ]
<b>RATE OF PAY</b>	\$11.59 (Compliance with current UW Student Pay Schedule)

**Duties and Responsibilities:**

Definition: Perform legal research for Assistant Attorneys General and assist with preparation of legal memoranda.

Description: The University of Washington Division of the Attorney General's Office represents the University of Washington, University of Washington Medical Center, and Harborview Medical Center. The Division provides "general counsel" services to these clients. The University of Washington is affected by legal issues as an educational institution, state government agency, employer, and property owner. Legal issues include: discrimination; sexual harassment; residency; labor law; student discipline; employee discipline and terminations; financial aid; intellectual property; contracts; real estate; first amendment right; and many other issues.

Typical Work: Perform legal research to assist attorneys in drafting legal opinions and providing advice.

Prepare informal correspondence and assist with preparation of legal memoranda.

May observe client interviews, attend depositions, and attend court hearings.

**Minimum Qualifications:**

Completion of one academic year, and continuing student, at a recognized school of law.

**Educational Benefits:**

Ability to analyze legal problems and write concise statements of fact, law and argument.

**OFFICE USE ONLY**

Job Class Code: 0875 0872 Grad: 0881 0882 0883

51% Comp. to Classified: Yes [ ] No [ ]

State [ ] Federal [ ]

Open [ ] Closed [ ]

**JOB NUMBER:**

11ATTG01

**JOB CATEGORY:**

RESEARCH