



Washington State Office of Civil Legal Aid

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MS 41183
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Notice of Position Vacancy

Position: Eviction Defense Program Counsel
Agency: Washington State Office of Civil Legal Aid
Salary: \$102,000 to \$107,000 DOE
Location: Preferably in Puget Sound Region
Travel: Travel is required
Open: March 3, 2022
Close: Until Filled; OCLA reserves the right to close the recruitment at any time
Start Date: May 1, 2022 or as soon thereafter as possible

Overview

The Washington State Office of Civil Legal Aid (OCLA) seeks a highly motivated individual to support effective implementation of the nation's first appointed counsel program for indigent tenants and to establish and staff OCLA's program.

OCLA is the independent judicial branch agency that manages and oversees state appropriations for civil legal aid in Washington State. Upon legislative directive, OCLA established and now operates the nation's first appointed counsel program for indigent tenants facing eviction. In addition, OCLA funds a wide range of civil legal aid programs and projects focused on ensuring equity of access to the civil justice system for low-income people in Washington State. These include (a) a general statewide civil legal aid program, (b) a program providing appointed counsel for children and youth in the child welfare system, (c) a program providing civil legal assistance to victims of crime, (d) programs providing civil legal help to persons adversely affected by the COVID-19 pandemic, and (e) a number of smaller niche programs.

Primary Activities

The Eviction Defense Program Counsel will work under the supervision of the Eviction Defense Program Manager to support the Eviction Defense program. Principal responsibilities include, but are not limited to:

1. Monitoring contract compliance and performance of Eviction Defense Program contractors, including in-person and virtual observation of eviction defense dockets throughout the state

2. Providing technical assistance, support to, and coordination with eviction defense attorneys, courts, and other stakeholders
3. Strategic data analysis and reporting relating to the performance of eviction defense contractors and the appointed counsel program generally
4. Supporting the independent research team studying the impact of the appointed counsel program
5. Monitoring and reporting on court data trends
6. Assessing the need for and recommending changes necessary to ensure effective and consistent implementation of the Eviction Defense Program
7. Coordinating with statewide advocacy and training staff to ensure meaningful access to technical assistance and support for eviction defense providers and attorneys
8. Responding to requests for and providing necessary information to legislative members and staff
9. Assisting in developing and monitoring program budgets and expenditures
10. Ensuring accountability to OCLA's and contractors' race equity commitments in the administration and execution of this program.
11. Performing such other duties that, in consultation and under the supervision of the Eviction Defense Program Manager or OCLA Director or the Director's designee may require

Skills and Background

1. Juris Doctor (JD), Master of Public Administration (MPA), or related professional and/or lived experience that demonstrates the capacity to perform the essential functions of the position (required)
2. Relevant lived and/or professional experience (preferred)
3. Civil legal aid, pro bono, public defense, or other relevant legal experience (required)
4. Demonstrated understanding of the impact of race, bias, discrimination, and differential treatment of communities disproportionately composed of Black, Indigenous, and people of color, individuals who identify as LGBTQIA or other sexual minorities, individuals with disabilities, immigrants, limited English speaking persons, and others who have been historically marginalized in rental housing markets and in the law and justice system. (required)
5. Knowledge and understanding of courts, court systems, and landlord-tenant law (preferably Washington State landlord-tenant law) (required)
6. Excellent written and verbal communication skills. (required)
7. Proficiency with Microsoft Office Suite applications (esp. Word, Excel, PowerPoint) (required)
8. Ability to quickly learn and master new software applications as required

Reporting

The EDP Program Counsel reports to the EDP Program Manager

Compensation and Benefits

Location: OCLA operates predominately as a virtual agency; preference for location in the Puget Sound region of western Washington
Salary: DOQ
Benefits: Paid medical/dental, life insurance, and long term disability insurance programs
Leave: Paid vacation and sick leave benefits
Retirement: Employer contributions to state retirement benefits

[Click here for more benefits information.](#)

Application Procedure

Applications must be filed electronically with eviction@ocla.wa.gov and should include the subject heading **Statement of Interest -- Eviction Defense Program Counsel.**

Submissions must include:

- A cover letter and resume outlining the applicant's credentials and professional/lived experience that is responsive to the skills and background outlined in this Notice
- A list of at least three (3) peer professional references
- A self-edited writing sample
- A completed application for state employment (MS Word file)

CLOSING DATE: The announcement will remain open until filled, and applications will be accepted until the position is filled. OCLA reserves the right to close the recruitment at any time.

Additional Information

The Office of Civil Legal Aid (OCLA) is committed to equity and inclusion in hiring and employment practices and full compliance with federal and state equal employment opportunity and non-discrimination laws. OCLA strongly encourages members of diverse and historically disfavored and underrepresented demographic communities to apply. OCLA will not discriminate against any person on the basis of race, creed, color, national origin, citizenship, or immigration status; families with children; gender (including gender identify and gender expression); marital status; sexual orientation; age; veteran or military status; the presence of any sensory, mental, or physical disability (actual or perceived); or the use of a trained dog guide or service animal by a person with a disability. Individuals needing reasonable accommodation for the application or interview process should contact support@ocla.wa.gov.

OCLA believes in providing substantial professional flexibility consistent with necessary accountability considerations. We also support Washington State greenhouse gas reduction efforts. We therefore take a generous approach to telecommunication and remote work activity.