

State of Washington
 Dept. of Social and Health Services
 invites applications for the position of:
DSHS Paralegal 1



SALARY: \$3,541.00 - \$4,644.00 Monthly

OPENING DATE: 11/17/16

CLOSING DATE: 12/01/16 11:59 PM

DESCRIPTION:

The Department of Social and Health Services, Aging and Long-Term Services Administration (AL TSA), Home and Community Services Division (HCS) is seeking a knowledgeable Paralegal to support our Legal Benefits Advisor in Adult Protective Services contested hearings caseload. You'll perform paraprofessional paralegal work on assigned investigations to allow the attorney to focus on the substantive aspects of the practice of law. You'll also work closely with the Legal Benefits Advisor to defend Adult Protective Services in substantiations of abuse and exploitation against vulnerable adults.

As a key member of our team, you will:

- Organize and track investigations for presentation by Adult Protective Services staff at Investigative Review Team meetings.
- Prepare notification letters and ensure service of notification letters to the alleged perpetrators
- Organize and maintain litigation, investigation, and research files
- Examine legal documents to ensure all necessary legal steps and points have been covered, deadlines and due process requirements are met
- Track and update case status and docking system
- Advise attorney of upcoming hearing commitments and special items needing attention
- Draft administrative hearing pleadings, legal notices, exhibits of hearing notebooks, and other legal documents
- Prepare for discovery including motions, deposition motions, interrogatories, production requests and responses
- Organize and summarize witness information and statements for use in potential litigation; assist in trial preparations
- Receives, read, and log incoming mail
- Support and be a Regional back up for public disclosure for Region 1.
- Schedule prehearing conferees and hearing coordinating dockets with availability if attorneys and Administrative Law Judges

Viable and competitive applicants will meet *one* of the following qualifications:

- Two years' experience as a paralegal or legal assistant
- Graduation from an accredited two year paralegal or legal assistant program
- A bachelor's degree and completion of a nine month legal assistant program or one year of paralegal or legal assistant experience
- Three years' experience as a legal secretary and 30 quarter or equivalent semester hours in non-secretarial legal courses

Our ideal applicant will have the following skills and abilities:

- Ability to perform complex functions and formulas in Microsoft Office software

- Experience working with the vulnerable adult population
- Be flexible and adaptable to change
- Excellent communications skills verbally and in writing

Interested Applicants:

1. Complete an online application
2. Attach a letter of interest
3. Provide three professional references

Questions? Contact Christina Sims at christina.sims@dshs.wa.gov

DSHS Paralegal 1 Supplemental Questionnaire

* 1. Please tell us how you meet the qualifications, skills and abilities we are looking for:

* Required Question