



Associate Attorney

Job Summary

Washington Employment Benefits Advocates seeks a motivated attorney to join our growing practice. WEBA is a small firm that represents tenants facing eviction and unemployment insurance claimants in Washington State. We focus on achieving good results for our clients, running an efficient firm, and growing the practice while maintaining a healthy work-life balance.

Our ideal candidate is a recent law school graduate who is a member of the Washington State Bar Association. We are looking for someone with excellent communication skills and a desire to serve our low income population in Washington State. At WEBA the new attorney will work closely with the partners to learn the ins and outs of both eviction defense and unemployment insurance benefits.

We have work available immediately and the position is funded through June of 2025. We hope to secure funding that will allow us to keep the position long term.

Responsibilities and Duties

- Conduct client intake interviews
- Represent tenants in eviction hearings and trials
- Represent claimants in administrative law hearings
- Represent tenants and claimants in appeals, revisions, and petitions for review
- Keep accurate client records and time records in Clio and LegalServer
- Maintain and produce records and reports as required by Right to Counsel program
- Assist and participate in the development of our case tracking systems
- Keep up with legislative and regulatory changes
- Participate in weekly case review

Qualifications and Skills

- Licensed to practice in law in Washington State
- Attention to detail and ability to track a large volume of cases

- Strong oral advocacy
- Familiarity with task management and organizational processes
- Demonstrated ability to work efficiently in a fast-paced environment
- Comfortable with remote work, zoom, and telephone communication
- Familiarity with legal case management systems
- Legal research
- Familiarity with the rules of evidence

Salary and Benefits

- Salary: \$7,000 per month
- Hours: 35 Hours per week
- Flexibility: mostly remote working opportunity, although some in-person work and travel may be necessary in the Puget Sound and Southwest Washington areas
- Generous Paid Time Off: includes all federal holidays, plus additional vacation earned at 2 hours per week (approximately 3 weeks earned per one year of service)

How to Apply

Interested candidates should submit a resume, cover letter, and three references to roby@weba.law with the words “Associate Attorney” in the subject line.

Preference will be given to candidates who submit their application by February 10, 2025.

Washington Employment Benefits Advocates, PLLC is an equal opportunity employer. We encourage applications from individuals of all backgrounds and experiences.