



CONTRACTS & UTILITIES SECTION EXTERNSHIP

The Contracts & Utilities Section is seeking individuals to work as a legal extern. This is an excellent opportunity to gain experience in a well-regarded public law practice with experienced attorneys and support staff.

What does the Contracts & Utilities Section do?

The Contracts & Utilities Section advises all City Departments and elected officials and represents the City in general business, utility, and real estate matters. The Section handles both transactional matters and litigation for the City in these areas.

What type of experience do Contracts & Utilities externs get?

Externs will primarily perform legal research, draft memoranda and pleadings, and may provide transactional and/or litigation support on a range of legal issues, which may include property and construction disputes, telecommunications franchises, loans and real estate transactions, public works, data privacy, utility services, and municipal finance. Efforts will be made to expose externs to a variety of experiences depending upon extern interest and availability.

What is the Section looking for in an extern?

Applicants must have an interest in working in the public sector; possess excellent research and writing skills; have the ability to handle complex assignments and a variety of tasks simultaneously often with little supervision; and be able to meet tight deadlines.

Applications are accepted continuously for upcoming openings. For more information, please visit our website at <https://www.seattle.gov/cityattorney/about-us/careers/civil-externships>

How do I apply?

To apply, please:

- Complete a Volunteer Application;
- Provide a letter of interest, resume, three references, a writing sample, and law school transcript; and
- Email, fax, or mail the completed application with additional materials to:

Seattle City Attorney's Office

Attn: Belen Johnson

701 Fifth Avenue, Suite 2050

Seattle, WA 98104

Belen.Johnson@seattle.gov

Fax: (206) 684-8284

Thank you for your interest in the Seattle City Attorney's Office.