



EMPLOYMENT EXTERNSHIP

SUMMER 2024 & SCHOOL YEAR 2024-2025

The Employment Section in the Civil Division of the Seattle City Attorney's Office has externship opportunities available throughout the summer and the school year for 2L and 3L law students, and for 1L students during the summer after their first year.

The Employment Section provides labor and employment advice to all City of Seattle departments (e.g., Seattle Fire Department, Seattle City Light, and Seattle Parks & Recreation). It also represents City departments in labor arbitrations, administrative hearings, and federal and state court. The legal issues within the Employment Section's area of expertise include: wage and hour issues, disability accommodation, anti-discrimination laws, employee discipline, and collective bargaining issues. Externs would work directly with Assistant City Attorneys in the Employment Section to provide legal research assistance; draft briefs, motions, and witness declarations; and perform other functions according to case needs, and extern interests. Externs would be provided with opportunities for client contact and observation of depositions, hearings, and/or court proceedings.

This externship provides the opportunity to work closely with an enthusiastic and experienced group of labor and employment attorneys in a public-sector environment working on both client advice and litigation. Student candidates should have a strong interest in labor and employment law, commitment to public service, strong research and writing skills, and the enthusiasm to volunteer in a stimulating and fast-paced environment.

Applications are accepted continuously for upcoming openings. Candidates must be available a minimum of 20 hours per week. Please visit our website for more information at:

<https://www.seattle.gov/cityattorney/about-us/careers/civil-externships>

To apply, please:

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

Seattle City Attorney's Office

Attn: ACA Katrina Kelly

701 Fifth Ave., Suite 2050

Seattle, WA 98104-7095

katrina.kelly@seattle.gov

Fax: (206) 684-8284

Thank you for your interest in the Employment Section of the Seattle City Attorney's Office!