



CIVIL ENFORCEMENT SECTION EXTERNSHIP

The Civil Enforcement Section is seeking individual(s) to work 14-20 hours per week for 10 or more weeks. Where applicable, course credit may be provided by participating law schools. Extern(s) will have an excellent opportunity to join a collegial team of 7 attorneys, 3 paralegals and 2 legal assistants.

What does the Civil Enforcement Section do?

Civil Enforcement is a section within the Civil Division of the City Attorney's Office, a team of over 100 dedicated professionals. This Section is responsible for enforcement of City Codes, including civil rights, labor standards, housing, zoning, collections, and licensing regulations. The Civil Enforcement Section litigates on behalf of and provides advice to City Department clients including the Department of Transportation, Office for Civil Rights, Animal Shelter, Department of Construction and Inspections, Fire, Police, Office of Labor Standards, and other departments.

The Section is involved in a wide variety of cases. Recent work includes litigation and advice regarding housing discrimination, vacant buildings, wage theft and paid sick and safe time violations, tree protection, street use permit revocations, dangerous dogs, SPD civil forfeitures, and ADA compliance.

What type of experience do Civil Enforcement externs get?

The Civil Enforcement Section aims to provide externs with broad exposure to governmental civil code enforcement litigation and advice. Externs collaborate with dedicated Assistant City Attorneys by conducting legal research, case review, providing analysis in formal written memorandums and motions practice. Externs can expect constructive criticism regarding their work. Externs will meet regularly with attorneys, paralegals and legal assistants and will have the opportunity to observe all aspects of the section's litigation practice, including attending depositions, hearings, mediations and, when available, arbitrations, trials and appeals. A supervising attorney will oversee research assignments and make a concerted effort to expose externs to a variety of matters. For more information, please visit our website at:

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

To apply, please:

- Complete a Volunteer Application form;
- Provide a letter of interest, resume, writing sample (up to 10 pages where you were the author), and law school transcript (optional); and
- Email the completed application with additional materials to:

Seattle City Attorney's Office

Attn: Belen Johnson

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