

We offer a competitive salary, great benefits, and work that matters to our community.

The Organization: The Seattle Housing Authority (SHA) is a growing, innovative, and mission-driven Agency in Lower Queen Anne, Seattle. We are committed to housing equity throughout the city, fostering an inclusive workplace for our 650+ employees. Our focus is expanding housing opportunities, building strong communities, and promoting race and social justice equity.

SHA's talented workforce has made us a nationally recognized leader in housing and development. We embrace diversity and create an environment where employees can thrive. Benefits include competitive pay, flexible work arrangements, learning opportunities, and affinity groups.

At SHA, we value your unique perspective and background. We encourage you to apply, even if you don't meet every qualification. Our hiring practices prioritize diversity and equity. Learn more in our [diversity policy](#) and [equity policy](#).

The Position:

We are seeking to fill a **Deputy General Counsel I** position. The **Deputy General Counsel I** will work under the direction of the General Counsel, provide counsel, service assistance and recommendations with respect to SHA programs and activities; represent SHA in various court, administrative, and alternate dispute resolution proceedings; prepare various legal documents; train, supervise and evaluate assigned staff. We anticipate the person filling this position will work primarily on landlord-tenant issues related to lease enforcement.

The Deputy General Counsel I will have experience and demonstrated expertise in one (1) or more of the following practice areas: employment; labor and employee relations; real estate and land use; public works construction; financing of public projects, including but not limited to tax-credit projects; federal purchasing and contracting laws and regulations; landlord-tenant law; laws regulating public agencies and public municipalities; the Washington State Housing Authorities Law, Chapter 35.82 RCW; federal laws and regulations involving Housing Choice Voucher (Section 8) programs; federal laws and regulations involving low income housing and other related programs, including but not limited to Moving to Work, Section 3 requirements, etc. Special consideration will be given to applicants whose experience and expertise lies with Washington State landlord-tenant laws.

How to Apply:

- Complete the **online NeoGov application** by clicking the **Apply button** in the upper right-hand corner of this posting.
 1. The **work experience** and **education** sections should be updated with your latest information. **SHA does not accept external attachments** for resumes and cover letters.
 2. Answer the Agency-Wide questions. Please note that if this is not your first SHA application, you should still **review and update the agency-wide questions**.
 3. Answer the **supplemental questions**, if applicable.

The ideal candidate has:

- Graduation from an accredited law school with admission to the Bar of the State of Washington.
- Three (3) years of professional legal experience.
- Washington State Bar Association membership.

What will you do?

- Provide counsel, service assistance and recommendations with respect to SHA programs and activities; advise and counsel staff on matters relating to the provision of low-income housing and federally funded housing vouchers.
- Provide counsel and recommendations relating to landlord tenant issues, including but not limited to unlawful detainer litigation, notices/terminations for cause and for non-pay, and related procedures and requirements under state law, city ordinances, and federal law and regulations.
- Represent SHA in court proceedings relating to unlawful detainers and other lease enforcement actions; draft notices, letters, pleadings, and briefing for unlawful detainers and other lease enforcement actions; attend grievance hearings related to unlawful detainers and other lease enforcement processes; meet with opposing counsel to discuss termination or other lease enforcement involving tenants or program participants; present and argue motions before judges and commissioners of the Superior Court related to lease enforcement actions; conduct interviews and depositions of witnesses involved in lease enforcement; and track lease enforcement actions through the court system.
- Represent SHA in court proceedings or interact with outside counsel representing SHA in court proceedings relating to lawsuits for agency liability; meet with opposing counsel to discuss issues relating to such lawsuits; conduct interviews and depositions of witnesses involved in lawsuits; draft legal pleadings.
- Advise, counsel, and represent SHA and its staff in hearings or court proceedings relating to fraudulent activity, including but not limited to activity related to vouchers and certificates, housing assistance payments (HAP) contracts, and employee misconduct; conduct and attend interviews and depositions of witnesses; draft documents to recover funds owed to SHA lost to fraudulent misconduct.
- Respond to EEOC on complaints filed by SHA employees; respond to complaints filed with Seattle Human Rights Department, Washington State Human Rights Commission, and HUD; conduct and attend interviews and depositions of witnesses.
- Respond to civil rights complaints filed by SHA tenants or program participants; respond to complaints filed with HUD or referred for investigation to the Seattle Office of Civil Rights and/or Washington State Human Rights Commission; conduct and attend interviews and depositions of witnesses.
- Assist the General Counsel in providing legal services and representation to SHA and its employees; render legal services on matters involving considerable difficulty and complexity including questions for which no clear legal precedent is available.
- Analyze problems, conduct legal research, and provide legal opinions related to difficult and complex legal problems; respond to requests from private attorneys, local governmental officials, and the general public for explanations of SHA policies and practices involving significant legal issues.
- In conjunction with the SHA Accommodations Coordinators, provide advice and counsel to SHA Housing Operations regarding reasonable accommodation issues for disabled residents under the federal Rehabilitation Act of 1973, Fair Housing Amendments Act, and Washington state laws against housing discrimination.
- Render legal opinions with respect to Public Housing.
- Attend resident, managers, supervisor, and other meetings to discuss legal issues and answer questions regarding SHA processes, procedures, and policies.
- Operate a computer and other office equipment as assigned.

- Participate in the development and implementation of goals, work plans, performance measures, and continuous improvement of service delivery to assist in attaining the unit/program/department initiatives and goals, agency core strategies, and mission through a spirit of service, teamwork, and respect. Work respectfully and courteously with other employees, follow direction, and work well under pressure.
- Provide advice and counsel to SHA management regarding employment and labor law issues, including discrimination, disabled employees, Family and Medical Leave, wages and hours, worker's compensation, collective bargaining, Unfair Labor Practices, and grievances.
- Provide advice and counsel to SHA employees regarding contracts, construction and design, and procurement. Prepare standardized contract language; prepare, review, and revise contracts.
- Provide training to SHA management and employees regarding prevention of sexual and other discriminatory harassment.
- Advise and/or represent SHA in collective bargaining negotiations; prepare and revise collective bargaining agreement drafts; advise and/or represent SHA in any employment grievances or unfair labor practice proceedings.
- Work closely with the General Counsel's Office paralegal in the performance of support tasks performed in furtherance of legal proceedings.
- Ensure that all safety and health rules, standards and procedures are observed; conduct monthly self-inspections of work areas and practices to eliminate potential hazardous conditions; arrange for, conduct and ensure that accident investigations of all accidents are formally reported on or within the next work day of when the accident occurred; monitor and enforce the agency's Safety and Health Program, and actively support and participate in the Emergency Preparedness program and tasks.
- Perform related duties as assigned.

The Location: 190 Queen Anne Ave N, Seattle, WA 98109

Why Should You Apply?

- Competitive salary
- Opportunity to be part of a great working environment and supportive legal team.
- Great benefits
 - We offer medical, dental, vision insurance, and Public Employees' Retirement (PERS), if hired into an eligible position.
 - We also offer generous paid leave and holidays.
- Reasonable hours
 - Part-time telework opportunities in some jobs
- Opportunities for on-the-job training

[Apply here](#)