Request for Qualifications
Defense Attorney
RFQ-2015

Thurston County
Olympia, WA

Thurston County Office of Assigned Counsel (OAC) is seeking statements of qualifications to enable the selection of one or more individuals to serve on our panel of Public Defenders.

The successful candidate(s) will receive Superior Court adult felony case assignments from OAC. Cases will be assigned by OAC according to the attorneys’ expressed areas of interest and number of cases per month requested, based on availability.

Essential job functions for this opportunity include but are not limited to: Managing an adult felony caseload (A, B, C felonies), preparing cases for trial, pre-trial and post-trial hearings, motions practice, and/or plea bargains with the Deputy Prosecuting Attorney, reviewing discovery, interviewing witnesses, working with court personnel and Prosecutor to resolve cases, and appropriately utilizing non-attorney professional services.

Thurston County Office of Assigned Counsel offers:
- Payment for experts and investigators. Payment will be considered only for OAC assigned clients determined as indigent through court screening procedures as detailed in the Thurston County Office of Assigned Counsel Expert Service Policies and Procedures.
- Convenient and secure website to receive electronic Discovery.
- Timely approval process for hiring experts and Investigators.
- Efficient and timely billing process to receive payment for the cases quickly.
- Friendly and Educated staff.

The successful candidate(s) will follow the “Thurston County Office of Assigned Counsel Standards for Lawyers Performance” and agree to the OAC Professional Service Contract. The selected attorney (s) remain independent contractor (s) and no relationship of employee-employer is created under this opportunity. The attorney (s) is not an employee of Thurston County and is not entitled to county benefits, rights or privileges.

QUALIFICATIONS:

- Graduation from an ABA accredited school of law and must be a member of the Washington State Bar Association with a minimum of two years of practice as an attorney with criminal trial experience or its equivalent.
- Knowledge of all criminal rules of Washington State, techniques of interviewing and preparation and defense of all variety of criminal cases, with emphasis on felonies.
- Knowledge of RCW 13.34, good communication with parents, legal custodians and guardians.
- Ability to perform legal research; analyze and apply legal principles, facts, evidence and precedents to legal problems.
- Present law, facts, evidence and arguments clearly and logically in written and oral form.
- Work harmoniously and maintain good public relations.
QUALIFICATIONS PACKAGE
Interested individuals must submit the following:

- **Letter of Interest.** Not exceeding three pages in length, please summarize experience, qualifications, and sufficient information to address the components and criteria described in the minimum qualifications. The cover page of the letter must include:
  1. Legal Name of Respondent
  2. Street Address
  3. City, State, Zip Code
  4. Daytime Phone
  5. Email
  6. Provide signature of person submitting the response with Title and Date

- **Demonstrated Writing Skills.** A copy of a recently written Legal Brief.

- **Resume and References.** Provide a current resume as well as five professional references. Reference information must include contact name, address, telephone, fax and email address.

SUBMITTAL PROCEDURE
Please submit one original and two copies of the qualifications package. Qualifications packages will be accepted until position(s) are filled.

- Mailing Address:
  Daryl Rodrigues, Director
  Thurston County Office of Assigned Counsel
  926 24th Way SW
  Olympia, WA 98502

FAXED or email responses will not be accepted.

RIGHT OF REFUSAL
The County reserves the right to reject any or all qualifications and not issue a contract relating to this request.