



King County

Undergraduate Student Internship Program

SALARY	\$18.87 - \$23.93 Hourly	LOCATION	Multiple locations in King County, WA
JOB TYPE	Intern	JOB NUMBER	2023-20092
DEPARTMENT	PAO - Prosecuting Attorneys	OPENING DATE	09/28/2023
CLOSING DATE	10/12/2023 5:00 PM Pacific	FLSA	Non-Exempt
BARGAINING UNIT	Z7 : PAO Guidelines		

Summary



The **King County Prosecuting Attorney's Office** is seeking undergraduate interns to work in our office for the 2023-2024 school year.

About the King County Prosecuting Attorney's Office

Our office has seven divisions and is organized into several different units. See [our website](#) for more information. We are guided by our core values of Justice, Integrity, Compassion, Professionalism, and Leadership.

Our mission is to do justice:

- We exercise the power given to us by the people with fairness and humility.
- We serve our diverse community, support victims and families, and hold individuals accountable.
- We develop innovative and collaborative solutions for King County and the State of Washington.

To learn more about the PAO, please visit our [website](#).

Who may apply: Undergraduate Students who are enrolled in higher education or enrolled for the Fall 2023 session.

Work Location: Multiple locations in King County

Union Representation: This position is not represented by a Labor Union

Salary: Range 25, Step 1: \$18.72 hourly

Work Schedule: Our office is open Monday – Friday from 8:30 am – 4:30 pm. Students may up to 12 hours per week during the school year.

Application Process:

Interested individuals must complete the three application components:

- 1) Submit a resume
- 2) Respond to the supplemental questions
- 3) Fully complete King County application. **

*****Applications and/or supplemental questionnaires that state “see my resume” or are blank, are considered incomplete and will not be considered competitive.***

For more information regarding this recruitment, please contact:

Karla Avila Vargas (she/her)
Human Resources Analyst
kvargas@kingcounty.gov

Selection Process

Materials will be reviewed for qualifications, and the most competitive candidates may be invited to participate in a panel interview process.

Special Requirements

Finalists must successfully submit to a criminal background check, reference check, and be fingerprinted.

Applications will be reviewed after the closing date.

Job Duties

Positions

Below is a listing of the intern opportunities we have at this time:

Mainstream Criminal Division, Violent Crimes Unit/Homicide, King County Courthouse, 516 Third Ave, Seattle 98104, 1 positions:

The Violent Crimes Unit/Homicide (VCU) handles some of the most serious offenses our office prosecutes, including assaults, robberies, arsons, and kidnappings, some of which are high profile.

Mainstream Criminal Division, Records Unit, King County Courthouse, 516 Third Ave, Seattle 98104 – 1 position:

The Records Unit prepares and processes necessary documents in preparation of criminal court calendars. Once the calendars are completed, staff enters the information into our case management system in a quick and efficient manner.

Mainstream Criminal Division, District Court Unit, Maleng Regional Justice Center, 401 4th Ave N, Kent, WA 98032- 1 position:

The District Court Unit (DCU) handles all misdemeanors and gross misdemeanors that occur within unincorporated King County. There is a large variety of cases that we handle, such as DUIs, Assault 4, Negligent Driving, Animal Cruelty, Stalking, Physical Control, Indecent Exposure, CyberStalking, Harassment or Violation of Orders, etc. Our student intern will work closely with the paralegals in Kent and will complete a variety of tasks associated these types of cases.

Mainstream Criminal Division, Appellate Unit, King County Courthouse, 516 Third Ave, Seattle 98104 – 1 position:

The Appellate Unit is assigned to handle felony appeals. The person assigned to this intern position will learn the complex appellate process and works with a paralegal for their daily assignments. The Appellate position acts in liaison with the Supreme Court, Court of Appeals, Juvenile Court and Superior Court. Located in Seattle.

Purpose, Strategy and Performance – Criminal Practice Training Team, King County Courthouse, 516 Third Ave, Seattle 98104 – 1 position:

The Criminal Practice Training Team coordinates, plans, and executes continuing legal education opportunities for the criminal practice divisions of the KCPAO. The team also organizes a “trial boot camp” for the newest deputies in our office as well as intensive trainings for our first, second, and third-year deputies.

Criminal Division, Domestic Violence Unit/ Special Assault Unit, King County Courthouse, 516 3rd Ave, Seattle, WA 98104 – 1 position

The Domestic Violence (DV) and Special Assault Units (SAU) handles felony trials and files charges in a variety of cases, such as Assaults, Harassment, Sexual Assaults, Rapes, Unlawful Imprisonment, and Violations of No Contact Orders.

Experience, Qualifications, Knowledge, Skills

- Strong verbal communication skills, including active listening.
- Written communications skills, including the ability to communicate information succinctly and clearly in written formats.
- Ability to file alphabetically, numerically, and chronologically.
- Establish and maintain positive and effective working relationships with management, co-workers, attorneys, law enforcement, and the general public.
- Strong time management skills, including the ability to manage multiple tasks simultaneously.
- Customer service skills in person and via telephone (discretion, patience, etiquette, professionalism).
- Ability to work independently and as a team member while using initiative, attention to detail and follow through with work assignments.
- Ability to maintain security, confidentiality, and discretion involving highly critical matters at all times.
- Competent in Microsoft Office programs including Outlook and Word. Knowledge of Excel and PowerPoint is a plus.

- Predictable and reliable attendance
- Ability to accept feedback and supervision.
- Ability to effectively contribute to a work environment that embraces and encourages diversity in its workforce and where differences are valued.
- Ability to demonstrate behaviors that include fairness, respect, and inclusiveness.

Supplemental Information

Forbes recently named King County as one of Washington State's best employers.

Together, with leadership and our employees, we're changing the way government delivers service and winning national recognition as a model of excellence. Are you ready to make a difference? [Come join the team](#) dedicated to serving one of the nation's best places to live, work and play.

The **Prosecuting Attorney's Office** is dedicated to making King County a welcoming community where every person can thrive. We value diversity, inclusion and belonging in our workplace and workforce. To reach this goal we are committed to workforce equity. Equitable recruiting, support, and retention is how we will obtain the highest quality workforce in our region; a workforce that shares and will help advance our guiding principles--we are one team; we solve problems; we focus on the customer; we drive for results; we are racially just; we respect all people; we lead the way; and we are responsible stewards. We encourage people of all backgrounds and identities to apply, including Native American and people of color, immigrants, refugees, women, LGBTQ+, people living with disabilities, and veterans.

King County is an Equal Employment Opportunity (EEO) Employer

No person is unlawfully excluded from employment opportunities based on race, color, religion, national origin, sex (including gender identity, sexual orientation and pregnancy), age, genetic information, disability, veteran status, or other protected class. Our EEO policy applies to all employment actions, including but not limited to recruitment, hiring, selection

for training, promotion, transfer, demotion, layoff, termination, rates of pay or other forms of compensation.

To Apply

If you are interested in pursuing this position, please follow the application instructions carefully. If you need this announcement in an alternate language or format, would like to request accommodation or assistance in the application or assessment process or if you have questions please contact the recruiter listed on this job announcement.

Benefits

King County offers a highly-competitive compensation and benefits package designed to meet the diverse needs of our employees and support our employees' health and well-being. Eligible positions receive the following benefits and have access to the following programs:

- Medical, dental, and vision coverage: King County pays 100% of the premiums for eligible employees and family members
- Life and disability insurance: employees are provided basic coverage and given the opportunity to purchase additional insurance for both the employee and eligible dependents
- Retirement: King County employees are eligible to participate in a pension plan through the Washington State Department of Retirement Systems and a 457(b) deferred-compensation plan
- Transportation program and ORCA transit pass
- 12 paid holidays each year plus two personal holidays
- Generous vacation and paid sick leave
- Paid parental, family and medical, and volunteer leaves
- Flexible Spending Account
- Wellness programs
- Onsite activity centers
- Employee Giving Program
- Employee assistance programs
- Flexible schedules and telecommuting options, depending on position
- Training and career development programs

For additional information about employee benefits, visit our [Benefits, Payroll, and Retirement Page](#).

This is a general description of the benefits offered to eligible King County employees, and every effort has been made to ensure its accuracy. If any information on this document conflicts with the provisions of a collective bargaining agreement (CBA), the CBA prevails.

NOTE: Benefits for Term Limited Temporary (TLT) or Short Term Temporary (STT) positions, including leave eligibility and/or participation in the pension plan through the Washington State Department of Retirement Systems, will vary based upon the terms and details of the position. Short Term Temporary positions are not eligible for an ORCA transit pass.

For inquiries about the specifics of this position, please contact the recruiter identified on this job posting.

Agency

King County

Address

King Street Center
201 South Jackson Street
Seattle, Washington, 98104

Phone

206-477-3404

Website

<http://www.kingcounty.gov/>

***QUESTION 1**

Are you currently enrolled in higher education or enrolled for the Fall 2023 session?

- Yes
- No

***QUESTION 2**

Please describe an equity and social justice issue that is important to you:

***QUESTION 3**

Please indicate which opportunity you are interested in:

- Records Unit
- District Court Unit
- Appellate Unit
- Purpose, Strategy and Performance
- Domestic Violence Unit/ Special Assault Unit
- Violent Crimes Unit/ Homicide

*** Required Question**