



# Public Defense Paralegal

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**DEPARTMENT:** DPD - Dept of Public Defense  
**SALARY:** \$33.35 - \$42.28 Hourly  
**LOCATION:** Dexter Horton Building - 710 Second Avenue #200, Seattle  
**JOB TYPE:** Multiple job types-career service and/or temp  
**CLOSING DATE:** 01/22/23 11:59 PM

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## SUMMARY:

The Department of Public Defense (DPD) provides provides robust legal representation to indigent clients in felonies, misdemeanors, juvenile defense, family defense (dependency cases), involuntary commitment (mental illness), sex offender commitment, and inquests. We work with the community to dismantle the systems that oppress our clients, to make the traditional systems that remain as restorative as possible, and to advocate for pathways that will allow our clients to succeed. We also advocate to reduce the harm and reach of the criminal legal system, of civil legal systems that restrict our clients' liberty and to address systemic racism. We strive to create a flexible workplace culture that is inclusive, respectful, and supportive, premised on a shared anti- oppression framework.

[To learn more about DPD, please visit our website at: http://www.kingcounty.gov/depts/public-defense.aspx](http://www.kingcounty.gov/depts/public-defense.aspx)

### About the Position

Public Defense Paralegals work in a fast-paced environment as part of a client-centered defense team advocating for the client's objectives. Their duties vary, depending on the needs of the client, but often include researching the law, reviewing cases, analyzing data, and organizing evidence. Paralegals also draft correspondence, pleadings, and motions; prepare case files; assemble trial binders; obtain documents by subpoena; communicate with clients, family members, and others; and coordinate parties and witnesses in advance of hearings and trials.

### Who May Apply

This recruitment is open to the general public and may be used to fill full-time current and/or future career service, term-limited temporary, and/or special duty positions in any of the Department's four divisions. DPD also intends to generate an eligibility pool for future vacancies in career service and temporary positions over the next six months.

**Note:** Special duty opportunities are open only to current King County career service employees who have completed their initial probation. Special duty applicants must have approval from their current supervisor to accept an assignment. Current employees selected for special duty will be compensated based upon the provisions of the collective bargaining agreement or Coalition Labor Agreement for their base assignment.

DPD Ethical Walls Policies and Procedures will apply to applicants, such that if you work or have worked for one of DPD's divisions, you may be ineligible to work in another division.

**Work Location**

DPD employees enjoy a flexible, hybrid in-office/telecommute workplace structure, and this role should expect to work both remotely and, in the office. DPD maintains physical offices in the following locations:

- Dexter Horton Building, 710 Second Avenue, Seattle
- Jefferson Street Building, 1401 East Jefferson, Seattle
- Meeker Street Building, 420 West Harrison Street, Kent

Rotations of work location can occur based on business need, and placements may be made to any of our Seattle and/or Kent locations.

**Forms and Materials Required**

1. An online employment application completed at [www.kingcounty.gov/jobs](http://www.kingcounty.gov/jobs). The employment history should go back at least 10 years if you have 10 years of employment (or more to include all relevant experience).
2. A cover letter no more than two pages summarizing your experience and how you meet the required qualifications, knowledge, and skills for the position.
3. A resume.
4. A short self-authored writing sample (in .doc, .docx, or .pdf format) prepared for this selection process.

For more information, contact:

Falisha Forgash  
Human Resource Analyst  
fforgash@kingcounty.gov

**JOB DUTIES:**

- Notify/inform witnesses, attorneys, and other parties of case status; coordinate parties and witnesses for hearings or trials; schedule interviews with attorneys and witnesses; set administrative hearings.
- Perform legal research on statutes and cases; gather facts, analyze data and review cases; conduct conflict of interest checks in cases assigned.
- Draft correspondence, pleadings, and motions; prepare hearing exhibits; prepare case files and assemble trial binders.
- Process and serve legal documents/subpoenas. Obtain documents by subpoena and other investigation and discovery methods.
- Develop and maintain caseload and case assignment tracking systems and databases. Update case files in our computerized case-management system.
- Assist at hearings.
- Serve as a liaison with clients, prosecutors, probation officers, bailiffs, judges, and criminal legal agencies.
- Support attorney time record-keeping and assist in the submission of hours; monitor progress of cases.
- Perform other duties as assigned.

**EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:**

- A Bachelor's degree from an accredited university or a certification from an accredited paralegal training institution and three years of related experience, or any combination of experience/education/training that provides the required knowledge, skills, and abilities to perform the work.
- Knowledge of the Guidelines for Criminal Defense adopted by the Washington State Bar Association.
- Knowledge of the role of the attorney-client relationship and the requirement to adhere to the Washington State Bar Association Rules of Professional Conduct.

- Knowledge of civil and criminal law and terminology, court rules and procedures. Knowledge of legal research methods and practices.
- Knowledge of interviewing techniques.
- Ability to provide support in the building of a strong attorney/client relationship. Knowledge of general office procedures, equipment, and administration.
- Advanced skills in writing pleadings, motions, and briefs.
- Ability to ensure work performed conforms with prevailing professional standards and applicable statutes and county policy.
- Skill in handling multiple competing priorities, sensitive situations, and crisis situations, and an ability to function well under time pressure.
- Skill in interpreting complex legal documents, instruments, regulations, and laws. Skill in working with a variety of individuals from diverse backgrounds.
- Ability to work both independently and as a team member.
- Skill in using office software programs, including word processing (MS Word), spreadsheet (MS Excel), database software, proprietary case management systems, and email (MS Outlook).
- A valid Washington State Driver's License or the ability to travel throughout the county in a timely manner.
- Must be at least 21 years of age.

**ALSO DESIRED:**

- Lived experience involving the criminal legal system.

## SUPPLEMENTAL INFORMATION:

**Special Note Regarding COVID-19**

DPD is following Public Health and CDC guidance in regard to social distancing. Interviews for the position will be conducted remotely. Successful candidates may be required to telecommute and come into the office on a periodic basis; frequency could vary based on business and operational needs.

**DPD Policies**

DPD Ethical Walls Policies and Procedures will apply to applicants, such that if you work or have worked for one of DPD's divisions, you may be ineligible to work in another division.

Outside Work Policy for Administrative Staff will apply to applicants, such that you must receive approval from your supervisor and Managing Attorney before being permitted to engage in outside employment for compensation or volunteer.

**Application Process**

Interested individuals should submit a complete online King County application (all blanks must be filled out and may not direct the reader to reference an attached resume or other document.

Answers that say "see resume" will be considered as incomplete), a cover letter, resume, and a short self-authored writing sample (in .doc, .docx, or .pdf format) prepared for this selection process.

**Selection Process**

Applications will be reviewed and screened for clarity, completeness, and competitiveness. Applicants may be required to demonstrate their qualifications at the time of the interview and/or complete a skills assessment. All materials will be evaluated for spelling, grammar, and punctuation usage. The most competitive candidates will be invited to interview.

**Offer of employment is contingent on:**

- Successful completion of references and/or a review of your personnel file. Successfully passing a division conflicts check.
- Passing security clearance and/or background check to secure access to correctional facilities.
- Candidates will be offered positions based upon performance in the selection process and the needs of the work unit.

**Union Membership**

Positions in this classification are recognized by Service Employees International Union, Local 925.

**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.**

Guided by our "[True North](#)", we are 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.

**COVID-19 Vaccination Requirement**

King County Executive Branch employees are required to be fully vaccinated against COVID-19. If you are the successful candidate for the position you applied for, the County will send you a conditional offer letter.

As a condition of employment, prior to a final offer of employment, you will be required to:

- submit proof of vaccination, or
- have an approved request for medical or religious exemption and an approved accommodation. Philosophical, political, scientific, or sociological objections to vaccination will not be considered for an exemption or accommodation.

People are considered fully vaccinated against COVID-19 two weeks after receiving the final dose of a vaccination approved by the Center for Disease Control and Prevention (CDC).

The Executive Branch includes employees in the Executive branch, the Assessor's Office, Elections, the King County Sheriff's Office, and the Executive Office.

**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.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.kingcounty.gov/>

Job #2022FF17727  
PUBLIC DEFENSE PARALEGAL  
FF

King County Administration Bldg.  
500 4th Ave. Rm. 553  
Seattle, WA 98104  
206-477-3404

[fforgash@kingcounty.gov](mailto:fforgash@kingcounty.gov)

An Equal Opportunity Employer

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## Public Defense Paralegal Supplemental Questionnaire

- \* 1. Are you a current or former King County Department of Public Defense employee?
  - Yes
  - No
- \* 2. If yes to the above, in which division(s)? Otherwise, please indicate N/A.
  - Associated Counsel for the Accused
  - Northwest Defenders
  - Society of Counsel Representing Accused Person
  - The Defenders Association
  - Director's Office
  - N/A
- \* 3. What is the highest level of education you currently possess?
  - Diploma/GED
  - Some College/Associate's Degree
  - Bachelor's Degree
  - Master's Degree/Juris Doctor
  - None of the above
- \* 4. Do you possess a certification from a nationally accredited paralegal training institution?
  - Yes
  - No
- \* 5. How many years of paralegal experience do you have?
  - No experience
  - Less than one year
  - One to two years
  - Two to three years
  - Three to four years
  - Four or more
- \* 6. Where did you obtain the above experience? Please provide a summary of tasks you routinely completed and your job title. (If no experience, enter 'N/A').

- \* 7. Did you attach a cover letter, resume, and a self-authored writing sample? (Please note that applications without these items will not be considered).
  - Yes
  - No
- \* 8. By applying for this position, I agree that I am willing and able to work in any of the following Seattle and/or Kent work locations: Dexter Horton Building, 710 Second Avenue, Seattle; Jefferson Street Building, 1401 East Jefferson, Seattle or Meeker Street Building, 420 West Harrison Street, Kent.
  - Yes
  - No
- \* 9. Are you applying to this position as an eligible current or previous King County Employee Priority Placement Program Participant? Is this position the same or lower percentage of full-time when compared to the position held at the point of the notification of layoff? Do you possess the skills and abilities to qualify for this position?
  - Yes, I was given a layoff notice from my role at King County and I am within two years of the effective date of my layoff. Additionally, the position I was laid off from was the same or a higher percentage of FT status when compared to this one.
  - No
- 10. If you answered yes to the question above and you are applying for this position as a Priority Placement Participant, to be considered, you must provide the following three pieces of information in the space provided: 1. The title you held when you received your layoff notice 2. The department you worked in 3. The effective date of your layoff

\* Required Question