



King County Family Law Specialist

SALARY	\$33.48 - \$42.52 Hourly	LOCATION	Seattle, WA
JOB TYPE	Regular, Full time, 35 hrs/week	JOB NUMBER	2024-22194
DEPARTMENT	KCSC - Superior Court	DIVISION	Family Court Ops
OPENING DATE	06/28/2024	CLOSING DATE	7/22/2024 11:59 PM Pacific
FLSA	Non-Exempt	BARGAINING UNIT	Z5 : Superior Ct Guidelines
FULL- OR PART-TIME	Full Time	HOURS/WEEK	35 hours/week

Summary

King County Superior Court is seeking qualified applicants for a Family Law Specialist. The Court is one of the nation's largest trial courts, serving the country's 12th most populous county. Located in the beautiful Pacific Northwest, King County Superior Court is nationally recognized for innovation. The court's mission is to equitably serve the diverse public by administering justice through accessible, inclusive, and unbiased forums for the fair, understandable, and timely resolution of legal matters.

The responsibilities of this position include assisting pro se litigants in a variety of ways. Assigned tasks include staffing the Family Law Information Center (FLIC) as assigned, interviewing self-represented litigants, reviewing draft documents, providing legal information regarding court processes and procedures, presenting final orders for judicial signature, and facilitating appointments in person and via Zoom. The position supports the Family Court Operations Department.

Who may apply: This position is open to all qualified applicants. Applications may be placed on an eligibility list for future recruitments.

Work location: Primary work location is the King County Courthouse, 516 Third Avenue in Seattle, Washington. Incumbent may be required to work at other court facilities.

This position is eligible for a hybrid work schedule with a mix of onsite and remote (one day per week, upon completion of probation) work. Employees must reside in Washington State and within a reasonable distance of their King County Superior Court worksite to respond to workplace reporting requirements.

Work schedule and terms: This position is hourly (overtime-eligible) and subject to the overtime provisions of the Fair Labor Standards Act. This is a full-time, benefit-eligible position working a 35-hour workweek. The workweek for this position is normally Monday through Friday, 8:30 AM to 4:30 PM. Variations from these hours may occur based on the needs of the

court.

Additional materials required: Please include a resume and cover letter describing how you meet or exceed the requirements for this position. These materials are supplemental to your application. You must still completely fill out the online application form with your relevant education and work experience. Your application may be rejected as incomplete if you include relevant information only on the resume or cover letter, or if you reference "see resume" on your application.

Please note that you can attach multiple documents to your application. Your options are:

1. Copy and paste one or more documents into the text resume section of the application.
2. Attach multiple documents/files in the resume attachment section.

Job Duties

The following duties are not intended to represent the entire functional capacity of the position at the task level:

Interview a high volume of self-represented litigants to determine what steps are necessary to establish, pursue and/or complete their family law or guardianship case.

Review Pro Se court files, proposed documents and other information relevant to the issues.

Provide procedural advice regarding King County Superior Court Family Law and Guardianship matters.

Review pleadings and documents for compliance with applicable law and any previously entered orders. Perform support calculations as needed.

Work with telephonic interpreters to serve litigants who do not speak English.

Review proposed documents from Pro Se litigants for the Guardianship Review Calendar. Use discretion to draft court orders in guardianship cases for Ex-Parte Commissioners' review.

Ensure that litigants' documents are in compliance with state and local court rules. Relay key information to the Court Commissioners to clarify the circumstances of litigants' cases.

Draft, review, and update Pro Se litigant instructions and create and develop alternative methods for the presentation of instructions/information.

Facilitate communication between judicial officers, court staff, and the public.

Participate in various Superior Court committees and/or network with various legal programs in the county, state, and nationwide as assigned.

Perform other duties of a similar nature and level.

Experience, Qualifications, Knowledge, Skills

An associate degree and five years of experience in court procedures and processes, or bachelor's degree and two years' experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Court-related experience, specifically in the area of Family Law is preferred. Knowledge of court rules, procedures, and processes in all aspects of domestic relations and guardianship law is desirable. Must have excellent written and oral communication skills and experience working with diverse populations and dealing with volatile clients. Must possess knowledge of interviewing and de-escalation techniques and be able to disseminate complex information to litigants of various educational and social levels.

Must be proficient with various computer software applications including Microsoft Office programs and database management. Must have knowledge of and ability to learn specialized software applications.

Supplemental Information

Special requirements: The ability to reliably travel throughout the county is required. Finalists are subject to the Washington State Patrol criminal background check and a reference check. Criminal background records are not automatically disqualifying.

King County Superior Court 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.

Selection process: Application materials will be screened for qualifications and the most competitive candidates will be invited for interviews.

Union membership: This position is not represented by a union.

If you have questions regarding this position, please call King County Superior Court Human Resources at 206-477-1815.

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/>

Family Law Specialist Supplemental Questionnaire

*QUESTION 1

This application requires a separate resume and cover letter. You must still completely fill out the application form, including the "work history" section. Failure to include a separate resume and cover letter will result in your application being considered incomplete. Have you included a separate resume and cover letter?

- Yes
- No

*QUESTION 2

What is your highest level of education?

- High School Diploma or GED
- Associate Degree
- Bachelor's Degree
- Master's Degree or higher

*QUESTION 3

How do you work and thrive in a culturally diverse work environment with many different personalities and backgrounds?

*QUESTION 4

In your opinion, what is the best way to stay organized when a high volume of tasks and requests are presented to you with competing priorities? Please also describe any tools you use to enable you to multitask effectively.

***QUESTION 5**

Please describe your experience working in a legal environment.

***QUESTION 6**

Please describe your experience working in a customer service-based environment.

***QUESTION 7**

Please describe your experience working with people who are frustrated/angry and what techniques you use to deescalate tense situations.

***QUESTION 8**

Please indicate which Microsoft Office programs you have proficiency using.

- Word
- Excel
- Outlook
- Access

* Required Question