



King County Legal Administrative Specialist III (A7 : PSEU-Legal Admin Spec)

SALARY	\$32.51 - \$41.20 Hourly \$67,614.56 - \$85,705.15 Annually	LOCATION	Seattle, WA
JOB TYPE	Career Service, Full Time, 40 hrs/week	JOB NUMBER	2025-24560
DEPARTMENT	DJA - Judicial Administration	OPENING DATE	10/06/2025
CLOSING DATE	10/19/2025 11:59 PM Pacific	FLSA	Non-Exempt
BARGAINING UNIT	A7 : PSEU-Legal Admin Spec	FULL- OR PART-TIME	Full Time
HOURS/WEEK	40 hours/week		

Summary

Are you an **adaptable problem-solver** who is interested in the **judicial system**, enjoys **learning on the fly**, and has a keen eye for **detail**?

The Department of Judicial Administration (DJA) is looking for outstanding **Clerk Administrative Specialists to join our dynamic, fast-paced team**. This role performs duties both in the courtroom and in the Clerk's Office. While in court, you will attend and record both criminal and non-criminal proceedings and follow directions to accurately prepare a written record of King County Superior Court trials and in-court hearings. Outside of the courtroom, you will perform office duties associated with your assigned home section in the areas of either **case management, finance, juvenile services, records access, or customer services**.

About The Department of Judicial Administration (DJA):

Also known as the Superior Court Clerk's Office, DJA serves as the independent record keeper for King County Superior Court. Our mission is to deliver professional, socially just, high-quality Superior Court record services and justice system programs to our customers. DJA receives, processes, and facilitates access to court documents; manages all financial transactions for Superior Court cases; initiates civil and family law cases; manages the Adult Drug Diversion Court Program, and provides a clerk presence at every court proceeding to make the record and take minutes.

To learn more about DJA, please visit our website: <https://kingcounty.gov/en/dept/dja>

Job Duties

This position performs complex administrative tasks that require impeccable accuracy. Successful candidates will participate in a one-year training period to build knowledge of the court and court records systems and gain

necessary skills to perform all duties.

- Accurately record details of courtroom proceedings, review and file documents presented in court, and maintain proper administration and chain of custody of all exhibits presented as evidence
- Administer oaths to jurors, read verdicts of the jury, and poll individual jurors
- Prepare, create, and issue documentation required for court cases
- Accurately scan and electronically process court documents according to state laws and court rules
- Provide excellent customer service to internal and external customers in person, via telephone, and in writing
- Perform research related to court records or cases; manage, maintain and retrieve records in various formats (example: microfilm, microfiche, electronic, physical books with archival writing)
- Review and/or process financial transactions in financial system; recognize and resolve discrepancies
- Perform various accounting functions including receipting money, completing transactions and bank and revenue reconciliations
- Perform records retention and maintenance of court records, preserving the integrity of the record
- Perform other duties as assigned

*Please note that in this position you will be exposed to sensitive, gory, provocative, or difficult content.

Training and support will be provided to help you manage this effectively while remaining neutral, professional, and performing all job functions.

Experience, Qualifications, Knowledge, Skills

We are looking for candidates who have:

- Two (2) or more years of **general office experience**, and demonstrated **comfort with the use of personal computers, email and electronic record filing systems, and office equipment** to create, send, and receive correspondence, and add/update, access, and review information.
 - Two (2) or more years of **experience providing excellent customer service** to internal and/or external customers.
 - Experience following complex policies and procedures, and using knowledge, critical thinking, and good, independent judgement for **problem-solving and quality decision making**.
 - Demonstrated ability to **write clearly, using proper grammar, spelling and punctuation** when creating, editing, and proofreading professional and/or legal documents.
 - Proven ability to **thrive in an environment of shifting assignments** and be able to switch between tasks with little to no notice and be able to manage competing priorities. Be open to change, being prepared for unscheduled and unexpected responsibilities.
 - Demonstrated **ability to approach tasks with energy and a sense of urgency**, take on new opportunities, and handle tough situations. **Ability to function well under pressure** with attention to detail.
 - Experience in **time management, prioritization, and resourcefulness**, using provided tools to complete multiple tasks in rapid succession with extreme accuracy.
 - Proficiency in **independent critical thinking** and problem-solving using analysis and a set of logic or rules as the basis for decision making.
 - The **ability to maintain the integrity, trust, and confidentiality** of the position.
 - The ability to maintain a **professional demeanor and composure** at all times. Skill in **attentive and active listening**.
- Highly competitive candidates will have (desired, but not required):

- Experience in monetary transactions, properly accounting for till balance, and understanding of financial information.
- Experience performing high-volume data entry with a high attention to accuracy and speed.
- Demonstrated ability in working with diverse cultural and socio-economic populations.
- Experience learning and using technical terminology, such as medical or legal.

Supplemental Information

Who may apply: This position is open to all qualified King County employees and the general public. DJA values diverse perspectives and life experiences and encourages people of all backgrounds to apply. We are recruiting to establish a pool of qualified candidates that will be used for approximately six months to fill the immediate and future **Career Service and Term Limited Temporary** vacancies.

Required Materials:

The following application materials are required:

1. An online King County application updated with accurate contact information and relevant work history.
2. A letter of interest (cover letter) addressed to "hiring supervisor," detailing your background and describing how you meet or exceed the requirements listed in this job announcement. Your letter must give enough information to show you meet qualifications to move forward in the process.
3. Completed supplemental questions.

Other Position Information

Work Location: Typically, positions will be based at the King County Courthouse, 516 3rd Ave, Seattle, WA. There may be occasional openings at Maleng Regional Justice Center in Kent or the Clark Children and Family Justice Center located at 1211 E. Alder, Seattle, WA.

Work Schedule: This position has core office hours of 8:00-5:00pm. Alternate schedules of 7:30-4:30 may be available in some sections. This position is hourly and subject to the Fair Labor Standards Act overtime requirements.

Contact Information: Please contact Brittany Hagen Crosser at 206-477-4035 for any questions regarding this recruitment.

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:

- Excellent medical, dental, and vision coverage options: King County provides eligible employees with options, so they can decide what's best for themselves and their eligible dependents
- 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: eligible King County employees may 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.

Employer

King County

Address

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

Phone

206-477-3404

Website

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

Legal Administrative Specialist III (A7 : PSEU-Legal Admin Spec) Supplemental Questionnaire

*QUESTION 1

Are you applying to this position as an eligible current or previous King County Employee Priority Placement Program Participant? AND 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? AND Do you possess the skills and abilities to qualify for the position?

☐ Yes, I was given a layoff notice from my Career Service 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

QUESTION 2

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 pace 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