



King County Expert Services Manager (PPMIII)

SALARY	\$106,106.21 - \$134,495.71 Annually	LOCATION	Seattle, WA
JOB TYPE	Career Service, Full Time, 40 hrs/week	JOB NUMBER	2025CS25857
DEPARTMENT	DPD - Dept of Public Defense	OPENING DATE	11/14/2025
CLOSING DATE	11/28/2025 11:59 PM Pacific	FLSA	Exempt
BARGAINING UNIT A8 : SEIU L925-DPD-Staff		FULL- OR PART-TIME	Full Time

Summary



King County

Department of **PUBLIC DEFENSE**

This recruitment will be used to fill a Career Service position and to create an eligibility pool to fill vacancies that may occur within the next six (6) months.

The King County Department of Public Defense (DPD) advances its mission to provide high-quality legal representation to adults, youth, and parents who cannot afford an attorney by ensuring equitable access to necessary expert services. DPD oversees the processing of funding requests for Expert Services at public expense for indigent persons in Adult and Juvenile Criminal cases and for child representation in Family Defense cases in King County Superior and District Courts. The **Expert Services Manager (Project/Program Manager III)** plays a pivotal role in this mission by overseeing the strategic administration, coordination, and continuous improvement of DPD's Expert Services program.

As the department's primary subject matter expert in this area, the PPMIII provides guidance to attorneys, court staff, and external partners, while collaborating with Finance, Special Counsel, and Department Leadership on policy development, resource planning, and fiscal management. Additional responsibilities include daily processing of Expert Services requests, representing the department in interagency forums, managing confidential filings, mentoring and

training staff, and authorizing expenditures as needed—all in support of DPD's commitment to fairness and equity for those most impacted by the criminal legal system.

The Department's Mission Statement

The King County Department of Public Defense represents indigent adults and children facing a loss of liberty. Our department is an independent voice that promotes justice and equity for our clients and advocates for their objectives, interests, and dignity.

DPD provides high quality legal representation to indigent clients in felonies, misdemeanors, juvenile defense, family defense (dependency cases), involuntary commitment (mental illness), and sex offender commitment proceedings.

DPD advocates to reduce the harm and reach of the criminal and civil legal systems that restrict our clients' liberty, and advances policy reforms to reduce 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, visit our [website](#).

Job Duties

ESSENTIAL JOB FUNCTIONS AND DUTIES include but are not limited to the following:

- Oversee the comprehensive administration and strategic management of the Expert Services program for the Department, ensuring alignment with organizational goals and legal standards.
- Lead the development, coordination, and ongoing refinement of multi-agency policies and procedures, collaborating closely with Special Counsel, Department Leadership, and diverse internal and external stakeholders.
- Conduct continuous, in-depth evaluations of the Expert Services program to identify opportunities for policy and procedural enhancements; formulate and implement recommendations to optimize effectiveness and compliance.
- Produce detailed, complex analytical and program evaluation reports; manage robust data collection initiatives to support program objectives and inform budgetary planning.
- Administer and maintain the department-wide expert database, ensuring data integrity and operational efficiency; collaborate with Special Counsel and systems analysts to design and implement improvements to collection of expert information.
- Collaborate with Finance, Special Counsel, and Department Leadership to develop and propose budget adjustments, resource prioritization, and strategic planning for Expert Services.
- Serve as the principal liaison and subject matter expert for all internal and external partners—including attorneys, administrative personnel, pro se litigants, court staff, elected officials, jail staff, and subject matter experts—providing guidance and support throughout the Expert Services process.
- Accurately input, review, and verify all incoming Expert Services requests within the eDefender case management system, ensuring completeness before routing to ESAA's for ruling.
- Manage the processing of all Expert Services requests following rulings, ensuring accurate and timely updates within the system; prepare and deliver payment affidavits and detailed instructions to requesters as appropriate to facilitate compliance and payment processing.
- Manage the processing and coordination of Expert Services requests specifically related to in-custody pro se litigants, ensuring compliance with legal and procedural standards.
- Coordinate with the Finance team to obtain necessary tax and compliance documentation to support expert vendor onboarding and ensure timely, accurate payment.
- Manage the filing of all Expert Services requests for King County Superior Court and all sealed Expert Services requests for King County District Court with strict confidentiality and accuracy.
- Act as the department's primary point of contact for all Expert Services-related inquiries via phone, email, or other means, delivering responsive, informed assistance.
- Represent the Department in multi-jurisdictional forums and interagency meetings, advocating for program interests and fostering collaborative relationships.
- Make staff hiring recommendations.
- May assign work to other staff; provide performance evaluation information for other staff; serve as mentors to other staff.

- Draft responses, sign letters when authorized.
- May authorize expenditures.

Other Functions:

The department reserves the right to close this posting and/or make updates to the position description as deemed necessary in support of DPD's mission.

Experience, Qualifications, Knowledge, Skills

- A bachelor's degree from an accredited university and three years of experience working in a legal environment and working with pro se individuals, or any combination of experience/education/training that provides the required knowledge, skills, and abilities to perform the work.
- Be at least 21 years of age.
- Have the ability to travel throughout the county in a tim
- Experience working in public service.
- Demonstrated experience preparing and filing pleadings and other documents for trial level court as a paralegal or legal assistant.
- Knowledge of the [Guidelines for Criminal Defense](#) adopted by the Washington State Bar Association.
- Role of the attorney-client relationship and the requirement to adhere to the Washington State Bar Association [Rules of Professional Conduct](#).
- Civil and criminal law and terminology, court rules, and procedures.
- General office procedures, equipment, and administration.
- Provide excellent customer service, including communicating with people of diverse backgrounds, who may be experiencing stress, trauma, and/or suffering from mental illness.
- Learn new and/or increasing complex duties.
- Adapt to ever changing work needs and requirements.
- Demonstrated proficiency in the use of productivity tools such as Microsoft Office 365 (Excel, Word, Outlook, SharePoint), and case management systems.
- Ensure work performed conforms with prevailing professional standards and applicable statutes and county policy.
- Work in a fast-paced, and multifaceted environment with high attention to detail, and function well under pressure.
- Work both independently and as a team member.
- Handle multiple competing priorities, sensitive, and crisis situations.
- Interpret complex legal documents, instruments, regulations, and laws.
- Use advanced writing skills to draft department wide policy.
- Skill in building and maintaining collaborative relationships with internal and external partners.

Supplemental Information

At King County, our work is guided by our True North and values. Our True North is what we aspire to: Making King County a welcoming community where every person can thrive.



We are racially just.



We respect all people.



We lead the way.



We are responsible stewards.



We are one team.



We solve problems.



We focus on the customer.



We drive for results.

King County offers great benefits, to include a pension plan, holidays, transit pass, plus training and education opportunities to promote growth and development. **Our focus is to provide our employees with work life balance.**

ARE YOU READY TO APPLY?

This opportunity to join DPD is open to all qualified applicants. Please apply at www.kingcounty.gov/careers.

To be considered for this role submit the following items:

- Completed King County application.
- A current resume.
- Cover letter detailing your background and what you can bring to the Department of Public Defense.

This recruitment will be used to fill a Career Service position and to create an eligibility pool to fill vacancies that may occur within the next six (6) months.

The selection process may include an evaluation of application materials, responses to supplemental questions, interviews, reference checks, and, if applicable, a personnel file review covering the past five (5) years, as well as a background check if required for the position. You must fully complete the application with your relevant education and work experience and attach all required documents.

If you have questions, please contact our Talent Advisors, at dpd-hr@kingcounty.gov.

WORK SCHEDULE AND LOCATION:

The Expert Services team works in a hybrid model, with days in the office as well as telecommuting. The ratio of remote to onsite work will be dependent on business needs and is subject to change. The primary onsite location for this position may be Seattle or Kent.

Employees must reside in Washington state and within a reasonable distance to their King County worksite to respond to workplace reporting requirements.

King County has a robust collection of [tools and resources](#) to support working remotely. The individual selected for this opportunity will join an innovative and progressive team that is redefining how we work as we transition to the department's hybrid environment.

Employees will be provided with a County-issued laptop and must maintain a home workspace with an internet connection where they can reliably perform work and remain available and responsive during scheduled work hours.

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 and [practice](#) area and/or workflow are an essential function and can occur based on business need. You may be required to report any of our Seattle and/or Kent locations.

This position is exempt from the overtime provisions of the federal Fair Labor Standards Act (FLSA). As an exempt employee, you are expected to work the hours necessary to satisfactorily perform your job and will not be eligible for overtime pay or compensatory time.

DPD Policies

[DPD Ethical Walls Policies and Procedures](#) will apply to employees, 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 employees, such that you must receive approval from your supervisor and Managing Attorney before being permitted to engage in outside employment for compensation or volunteer.

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.

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.

SALARY AND BENEFITS:

In accordance with RCW 49.58.110, this salary reflects the full salary range for this position. Individual placement within the range is based on the candidate's current experience, education, skills, and abilities related to the position. King County offers a comprehensive benefits package which includes paid sick and vacation leave; paid holidays; medical, dental, vision, flexible spending accounts, life and disability insurance for employees and dependents; retirement and deferred compensation. For additional information, please review the detailed [summary of benefits](#) offered by King County.

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/>

Expert Services Manager (PPMIII) Supplemental Questionnaire

*QUESTION 1

Are you a current or former King County Department of Public Defense employee?

- ☐ Yes
- ☐ No

*QUESTION 2

If yes to the above, in which division(s)? Otherwise, please indicate N/A.

- ☐ Associated Counsel for the Accused Division (ACAD)
- ☐ Northwest Defenders Division (NDD)
- ☐ Society of Counsel Representing the Accused Persons Division (SCRAPD)
- ☐ The Defenders Association Division (TDA)

☐ The Director's Office

☐ N/A

***QUESTION 3**

If you do not possess a bachelor's degree from an accredited university and three years of experience working in a legal environment and working with pro se individuals, then tell us how you meet the combination of experience/education/training that provides the required knowledge, skills, and abilities to perform the work. Please note that your responses will be compared to your application materials.

***QUESTION 4**

By applying to this posting, and selecting, yes, you acknowledge that the selection process may include an evaluation of application materials, responses to supplemental questions, interviews, reference checks, and, if applicable, a personnel file review covering the past five (5) years, prior to extending an offer of employment. You must fully complete the application with your relevant education and work experience and attach all required documents.

☐ Yes, I acknowledge that DPD may conduct a personnel file review (internal candidates) and/or a reference check prior to extending an offer of employment.

***QUESTION 5**

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 this 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 6**

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