



King County Public Defense Investigator (CS/TLT/SDA)

SALARY	\$43.21 - \$54.77 Hourly	LOCATION	Seattle, WA
JOB TYPE	Multiple job types-career service and/or temp	JOB NUMBER	2025NS25840
DEPARTMENT	DPD - Dept of Public Defense	OPENING DATE	11/07/2025
CLOSING DATE	11/28/2025 12:00 AM Pacific	FLSA	Non-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 establish an eligibility pool for Career Service (CS) and Term-Limited Temporary (TLT)/Special Duty Assignment (SDA) Public Defense Investigator positions that may become available within the next six months. TLT/SDA assignments typically last between 6 and 24 months and may be extended or concluded earlier depending on business needs. Positions may be assigned to any division and located in either Seattle or Kent.

King County's Department of Public Defense is looking to create an eligibility pool for Public Defense Investigator positions. The ideal candidates will be able to exercise good independent judgment, and apply office guidelines, legal procedures, work methods, court rules, and applicable laws. This role does not necessarily require a legal or criminal justice background, though experience with the criminal legal system is helpful. We seek compassionate, motivated individuals ready to help clients in their cases.

Public Defense Investigators assist attorneys in developing defense strategies by providing excellent trial-related investigative work. They review surveillance footage and video from police officers' body-worn cameras, examine

discovery materials, conduct crime scene analyses, identify and interview potential witnesses, and more—all with an eye towards supporting the best possible legal outcome for clients. They're a key member of the defense team and play an integral role in achieving the client's stated goal. The successful candidate is dedicated to our collective mission to defend the most vulnerable and marginalized members of our community.

We value diversity and aim for our team to reflect the communities that our clients call home.

WHY JOIN DPD?

The King County Department of Public Defense (DPD) provides high quality legal representation to indigent clients in felonies, misdemeanors, juvenile defense, family defense (dependency cases), involuntary commitment (mental illness), sex offender commitment, and inquests.

As an organization we work with the community:

- To dismantle the systems that oppress our client.
- To make the traditional systems that remain as restorative as possible.
- 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 and civil legal systems that restrict our clients' liberties 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, visit our [website](#).

Job Duties

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

- Have the ability to work onsite as well as report to various locations, including court, jail facilities, etc., throughout the county.
- Have the ability to work 40 hours a week with occasional overtime as needed.
- Uses professional communication skills and demonstrates empathy with DPD's clients and the community to include adults, teens, and children many of whom suffer from trauma and/or mental illness, via the phone and in-person.
- Assist attorneys in analyzing cases from a defense perspective. This may include examination of discovery materials or other information to determine areas in which more factual information is needed.
- Conduct crime scene analysis and examination of other physical locations or objects to identify evidence that will assist in preparing the defense. This may include taking photographs and preparing diagrams, maps, charts, and scale drawings to be exhibited in court. Communicate findings to attorneys.
- Identify and locate known or potential witnesses; assist attorneys in identifying appropriate expert witnesses.
- Conduct in-depth, often in-person, interviews with victims, witnesses, police personnel, medical personnel, clients, and others; develop and prioritize questions in order to obtain necessary information related to the case.
- Prepare comprehensive written summaries of interviews and other investigative findings, document contacts.
- Obtain and review reports, records, and other information.
- Identify and obtain potentially useful information through Public Records Act requests. This may include, but is not limited to, address verification, education and employment records, military records, medical records, and private records.
- Identify and capture digital and social media information, including but not limited to web search histories, messaging and email history, profile information, industry records, government agency records, and criminal records of state and defense witnesses.
- Prepare, process, and serve subpoenas on individuals and organizations.
- Organize investigative case files; maintain and update time logs and calendar of due dates and court dates; confer with attorneys regarding investigation status.
- Provide trial assistance by communicating trial schedule to witnesses, responding to last-minute investigation requests and testifying as necessary.
- Maintain current knowledge of related issues/standards in the legal environment.

- Attend and participate in unit and agency training and meetings as appropriate.
- Provide in-court testimony as deemed necessary by the assigned attorney to advance the defense case theory or discredit a witness.
- Other duties as assigned.

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.

Detailed specifics of job duties are assigned by case type and division.

Experience, Qualifications, Knowledge, Skills

REQUIRED QUALIFICATIONS:

- Possess a bachelor's degree and two years of demonstrated experience as a criminal defense investigator or equivalent defense-oriented investigative experience or education. OR, applicants should have a combination of experience/education/training that provides the required knowledge, skills, and abilities to perform the work.
- Have the ability to travel to required destinations around King County in a timely manner.
- Must be at least 21 years of age.

KNOWLEDGE OF:

- Interview methods, techniques, and procedures, including the ability to recognize factual discrepancies within discovery materials and take investigative follow-up.
- Criminal law, the legal system, and legal terminology.

SKILL IN:

- Working with individuals from diverse backgrounds to effectively serve vulnerable clients from all walks of life.
- Handling confidential information to safeguard client privacy and identity.
- Preparing detailed narrative reports, correspondence, and other written materials.
- Handling confidential information acquired during the course of an investigation.
- Identifying potential ethical issues and seeking advice when ethical issues arise or require clarification.
- Observing, receiving, and otherwise obtaining information from all relevant sources.
- Working independently, setting priorities and meeting deadlines.

ABILITY TO:

- Work and build trust with clients and people negatively affected by the criminal legal system. Use effective communication, listening, and interview skills while accurately documenting interviews and meetings.
- Respond to inquiries from clients, staff members, and court personnel and to testify effectively at trial, sentencing, or other hearings.
- Assess potentially dangerous situations and perform de-escalation techniques to clients/witnesses/others as applicable in distress via phone and in person.
- Work efficiently and calmly under pressure.
- Use office productivity tools such as Microsoft Office 365 (Excel, Word, and Outlook) document management, and Internet search engines, cameras, video equipment, tape recorders, and other relevant technology.
- Use mapping/diagramming software programs and be proficient at entering data efficiently and accurately.
- Search and analyze social networks and information databases.
- Demonstrate analytical, organization, and problem-solving skills.

The following qualifications are a plus:

- Have lived experience involving the criminal legal system.
- Fluency in a foreign language.

Supplemental Information

WHY KING COUNTY?

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.

This recruitment will be used to establish an eligibility pool for Career Service (CS) and Term-Limited Temporary (TLT)/Special Duty Assignment (SDA) Public Defense Investigator positions that may become available within the next six months. TLT/SDA assignments typically last between 6 and 24 months and may be extended or concluded earlier depending on business needs. Positions may be assigned to any division and located in either Seattle or Kent.

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.

Note: Special Duty opportunities are only open to current King County career service employees that have completed their initial probation. Special Duty applicants must have approval from their current supervisor to accept an assignment.

Pay Upon Special Duty Placement: Current employees selected for special duty will be compensated based upon the provisions of the King County Code/Personnel Guidelines or applicable CLA for their base position.

The selection process may include evaluation of application materials and supplemental questions, interviewing, references, a personnel file review going back the last three (3) years, and if applicable a background check. You must completely fill out the application with your relevant education and work experience and attach the required documents to your application.

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

WORK SCHEDULE AND LOCATION:

The Investigator 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.

The typical workweek is 40 hours per week, Monday through Friday, 8:00 a.m. to 5:00 p.m. This position is non-exempt from the provisions of the Fair Labor Standards Act and is eligible for overtime.

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/>

Public Defense Investigator (CS/TLT/SDA) Supplemental Questionnaire

*QUESTION 1

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

☐ Yes

☐ No

***QUESTION 2**

If you answered yes to the previous question, in which division(s)? Otherwise, please indicate N/A.

- ☐ Associated Counsel for the Accused
- ☐ Northwest Defenders
- ☐ Society of Counsel Representing Accused Persons
- ☐ The Defender Association
- ☐ Director's Office
- ☐ N/A

***QUESTION 3**

Please describe your knowledge and/or experience with the past and present negative impacts of the criminal legal system on Black, Indigenous, and other People of Color, their communities, and other marginalized people and communities affected.

***QUESTION 4**

Do you have a Bachelor's Degree?

- ☐ Yes
- ☐ No

***QUESTION 5**

If you answered yes to the previous question, please provide your field of study here. (If you do not have a Bachelor's Degree, please enter N/A).

***QUESTION 6**

How many years of experience do you have as a criminal defense investigator (or related experience)?

- ☐ None
- ☐ Less than one year
- ☐ One to two years
- ☐ Two to three years
- ☐ Three to four years
- ☐ Four or more years

***QUESTION 7**

For the above question, please indicate where and when you obtained this experience, your job title, and a summary of the job responsibilities you were regularly expected to perform. (If no experience, please enter N/A)

***QUESTION 8**

By applying for this position, you agree that you are 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 E Jefferson, Seattle; Meeker Street Building, 420 W Harrison Street, Kent

- ☐ Yes
- ☐ No

QUESTION 9

By applying to this posting, and selecting, yes, you acknowledge that you may receive an offer for a Career Service (CS), Term-Limited Temporary (TLT), or Special Duty Assignment (SDA) position. The type of offer extended will depend on the vacancy available and/or dependent on business need.

- ☐ Yes, I acknowledge that I may receive an offer for a Career Service (CS), Term-Limited Temporary (TLT), or Special Duty Assignment (SDA) position, and I am interested in CS/TLT/SDA.
- ☐ No, I am only interested in CS and acknowledge that my preferred job type may not be available at the time of selection, should an offer be extended.
- ☐ No, I am only interested in TLT/SDA and acknowledge that my preferred job type may not be available at the time of selection, should an offer be extended.

*QUESTION 10

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 11

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