



King County Legal Assistant (Front Desk, TLT/SDA)

SALARY	\$31.00 - \$39.30 Hourly	LOCATION	Seattle, WA
JOB TYPE	Special Duty Assignment or Term Limited Temp (TLT)	JOB NUMBER	2025FF25349
DEPARTMENT	DPD - Dept of Public Defense	DIVISION	Director's Office
OPENING DATE	08/29/2025	CLOSING DATE	9/14/2025 11:59 PM Pacific
FLSA	Non-Exempt	BARGAINING UNIT	A8 : SEIU L925-DPD-Staff
FULL- OR PART-TIME	Full Time		

Summary



King County's Department of Public Defense (DPD) is actively recruiting for one (1) **Legal Assistant** to deliver vital front desk office support within the Director's Office. We are seeking an individual capable of showcasing robust independent judgment, adeptly applying office protocols and procedures, demonstrating cultural sensitivity and compassion while providing exceptional customer service both in-person and over the phone. The successful candidate for this position should expect to work four (4) days on-site, at the Dexter Horton Building, and may have the ability to telecommute one (1) day out of the week.

This recruitment will be used to fill a Term-Limited Temporary (TLT) or Special Duty Assignment (SDA) position and to create an eligibility pool to fill additional TLT or SDA vacancies that may occur within the next six (6) months. Assignments are anticipated to last for up to six (6) months but have the ability to be extended or end early based on business needs.

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), and sex offender commitment proceedings.

As an organization we work with the community:

- To dismantle the systems that oppress our clients.
- 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:

Administrative Support:

- Coordinates and oversees logistical front desk operations, to include performing a wide range of advanced administrative duties, such as in-person interactions, and the word processing of accurate, complex, and confidential documents both in electronic and written format. Demonstrates independent judgment, initiative, and timeliness in handling sensitive information and tasks, in accordance with department procedures.
 - Organize Assigned Counsel Billing documents from the Inbox daily, reviewing requests for accuracy, flagging discrepancies for action, and rectifying incomplete or inaccurate entries as instructed.
 - Distribute incoming mail daily to designated recipients.
 - Process incoming packages promptly, ensuring timely delivery or notification.
 - Manage Bus Ticket process with Divisions.
 - Oversee Director's Office supply inventory, reporting low stock levels.
 - Communicates clearly and promptly in both oral/written form.
 - Provide back up and perform various administrative tasks for office efficiency.

Customer Service and Communication:

- Provide excellent customer service, both in-person and via the phone, as the first line of contact with DPD clients and visitors.
 - Demonstrates the ability to be onsite at least four days a week. This position may have the ability to telecommute one day out of the week.
 - Demonstrates and practices cultural sensitivity when engaging with a diverse population.
 - Uses professional communication skills and demonstrates compassion for DPD's clients many of whom suffer from trauma and/or mental illness, via the phone and in-person.
 - Reliably answers and returns calls, providing the DPD community authentic support and demonstrating a willingness to assist them.
 - Monitors and responds to voicemail and email messages.
 - Greets clients and visitors upon arrival to the office, ensuring their needs are promptly addressed and facilitating their connection with the relevant office staff.
 - Provides clear and reassuring communication to DPD clients.

Other Functions:

- Organize office supplies.
- Back up for clothing requests.
- Assist with facilities requests for department.
- Assist with copier service requests for department.
- Assist with retrieval of client trial clothes at KCCF and MRJC.

The Department reserves the right to assign additional duties in support of DPD's mission.

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

Experience, Qualifications, Knowledge, Skills

REQUIRED QUALIFICATIONS:

- Have demonstrated experience as an office or administrative assistant. Prior work in a legal setting and criminal legal system *is a plus*.
- Ability to lift/move up to 20-pound boxes.
- Have a valid Washington State Driver's License or ability to travel to required destinations around King County.

KNOWLEDGE OF:

- Current office practices, methods, and procedures.
- Spelling, grammar, and vocabulary skills.
- Advanced office equipment and software programs.

ABILITY TO:

- Provide excellent customer service, including communicating with people of diverse backgrounds, who may be experiencing stress, trauma, and/or suffering from mental illness.
- Perform de-escalation techniques to clients/visitors in distress via phone and in person.
- Use office productivity tools such as Microsoft Office 365 (Excel, Word, and Outlook) document management, and Internet search engines.
- Use Adobe Pro for manipulation of .pdf documents.
- Apply procedures, policies, and guidelines.
- Adapt to ever changing work needs and requirements.
- Learn new and/or increasing complex duties.
- Work in a fast-paced, and multifaceted environment with high attention to detail.

The following qualifications are a plus:

- Fluency in a foreign language.
- Have lived experience involving the criminal legal system.
- Knowledge of various City, State and King County Court portals.
- Knowledge of legal procedures, work methods, court rules, and applicable laws.

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 applicants. Please apply at www.kingcounty.gov/careers.

To be considered for this role submit the following items:

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

This recruitment will be used to fill a Term-Limited Temporary (TLT) or Special Duty Assignment (SDA) position and to create an eligibility pool to fill additional TLT or SDA vacancies that may occur within the next six (6) months.

Assignments are anticipated to last for up to six (6) months but have the ability to be extended or ending early based on business needs.

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 our Talent Advisors at dpd-hr@kingcounty.gov.

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 collective bargaining agreement or Coalition Labor Agreement for their base assignment.

Work Schedule and Location

The successful candidate for this position should expect to work four (4) days on-site, at the Dexter Horton Building, and may have the ability to telecommute one (1) day out of the week. Onsite reporting requirements are determined by the departments operational needs and may be adjusted accordingly.

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/>

Legal Assistant (Front Desk, TLT/SDA) Supplemental Questionnaire

*QUESTION 1

Please describe your demonstrated experience as an office and/or administrative assistant in the text box below.

*QUESTION 2

Do you possess a valid Washington State Driver's License and/or have the ability to travel to required destinations around King County?

- ☐ Yes, I have a valid Washington State Driver's License and/or have the ability to travel to required destinations around King County.
- ☐ No, I do not have a valid Washington State Driver's License and/or do not have the ability to travel to required destinations around King County.

*QUESTION 3

Did you attach a Cover Letter to your online application?

- ☐ Yes
- ☐ No (A Cover Letter is required, please make sure to attach one before submitting your application).

*QUESTION 4

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 5**

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