



King County
Legal Assistant

SALARY	\$29.38 - \$37.24 Hourly	LOCATION	Seattle, WA
JOB TYPE	Career Service, Full Time, 40 hrs/week	JOB NUMBER	2024FF22409
DEPARTMENT	DPD - Dept of Public Defense	OPENING DATE	07/29/2024
CLOSING DATE	8/12/2024 11:59 PM Pacific	FLSA	Non-Exempt
BARGAINING UNIT	A8 : SEIU L925-DPD-Staff	FULL- OR PART-TIME	Full Time
HOURS/WEEK	40 hours/week		

Summary



**This opportunity will be filled as either Career Service or [Term-Limited Temporary \(please see separate posting here\)](#).
You will need to submit an application to both recruitments to be considered for either position.**

King County's Department of Public Defense is hiring **Legal Assistants** who will perform legal office support tasks. The ideal candidates will be able to exercise good independent judgment, and apply office guidelines, legal procedures, work methods, court rules, and applicable laws.

WHY JOIN DPD?

The 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.

We also advocate to reduce the harm and reach of the criminal legal system and civil legal systems that restrict our clients' liberty 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

- Performs a wide range of advanced administrative duties, both in the office and remotely, and word processing of complex and/or confidential materials, requiring independent judgment, initiative, and timeliness on assignments that are sensitive in nature in accordance with department procedures.
 - Identifies, in both initial and follow up discovery, prior division involvement with individuals listed/present in discovery and pass on detailed descriptions of those prior involvements to attorney or attorney supervisor for conflict analysis.
 - Opens and distributes cases to assigned attorneys.
 - Maintains Master Court Calendar with supervisor and attorney supervisor.
 - Verifies monthly reports, close client case files and process closed files daily.
 - Obtains criminal history information from jails or prisons via telephone, email, or regular mail.
- Maintains professional and accurate records, both in the office and remotely, including confidential reports and information, both in electronic and written format within established deadlines and in accordance with department procedures.

- Accurately docket and enter case assignment information, following case management system docketing work procedures.
- Process debits and credits daily into case management system.
- Request case credit and assignments from the Director's Office.

Customer Service and Communication

- Provide excellent customer service, both in the office and remotely, as the first line of contact with DPD clients.
 - Demonstrates the ability to be onsite at the work locations at least three days a week in any of DPD's office locations (Seattle and Kent). Location assignments are changeable; work location may include more than one office location over the course of a week and may change over the course of employment.
 - Demonstrates and practices cultural sensitivity when engaging a diverse population.
 - Uses professional communication skills and demonstrates empathy with 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 guests are comfortable and are connected with the correct office personnel.
 - Provides clear and reassuring communication to DPD clients.

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

Other Functions:

- Request discovery from other agencies.
- Review case assignments with the attorney supervisor.
- Organize office supplies.

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*.
- Must be able to lift/move up to 20-pound boxes.

- Must have a Washington State Driver's License or ability to travel to required destinations around King County.

KNOWLEDGE OF:

- Spelling, grammar, and vocabulary skills.
- Advanced office equipment and software programs.
- Legal procedures, work methods, court rules, and applicable laws.

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.
- Use office productivity tools such as Microsoft Office 365 (Excel, Word, and Outlook) document management, and Internet search engines.
- 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:

- Have lived experience involving the criminal legal system.
- Knowledge of Superior Court Management Information System (SCOMIS), Judicial Information System (JIS), and Electronic Case Records (ECR).
- 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

- **100% premium paid** healthcare plans
- **Paid** Orca Card allowing multiple transportation options to/from the office
- **On-Site** exercise facilities and bike storage
- **Paid** vacation time (in addition to paid holidays)
- **Twelve** paid holidays and **Two Additional** personal holidays
- **Paid** sick leave
- **Paid** parental leave
- **Deferred** compensation plan
- **Employer Contributions** to state pension plan
- **Awesome** Employee Giving Program

ARE YOU READY TO APPLY?

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

King County application and cover letter is required.

This recruitment will be used to fill current vacancies as Career Service in any of our [four divisions](#). This recruitment will be used to fill future Career Service vacancies over the next three (3) months.

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.

Work Schedule and Location

DPD employees enjoy a flexible, hybrid in-office/telecommute workplace structure, and this role should expect to work both in the office and remotely. 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. Placements may be made to any of our Seattle and/or Kent locations.

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 applicants, 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 applicants, 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

This position is represented 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:

- 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/>

Legal Assistant 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**

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 4

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