



King County

Public Defense Mitigation Specialist Supervisor

SALARY	\$105,458.70 - \$133,675.15 Annually	LOCATION	Seattle, WA
JOB TYPE	Career Service, Full Time, 40 hrs/week	JOB NUMBER	2024FF22448
DEPARTMENT	DPD - Dept of Public Defense	DIVISION	Assoc Counsel for Accused
OPENING DATE	07/29/2024	CLOSING DATE	8/12/2024 11:59 PM Pacific
FLSA	Exempt	BARGAINING UNIT	AD1 : L117-DPD-Sups&Mgrs-Staff
FULL- OR PART-TIME	Full Time		

Summary



This is an internal recruitment and only open to Department of Public Defense, Associated Counsel for the Accused Employees.

King County Department of Public Defense (DPD) is seeking interested applicants to fill one (1) Career Service vacancy as a **Public Defense Mitigation Specialist Supervisor** in our [Associated Counsel for the Accused Division](#).

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:

- 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.
- Supervise Public Defense Mitigation Specialists.
- Develop, evaluate, train, mentor, and coach assigned staff.
- Ensure mitigation work conforms with prevailing professional standards and county policies.
- In consultation and coordination with Managing Attorney and Human Resource Manager, conduct disciplinary investigations and impose discipline when appropriate.
- Assign and balance workload assignments among Mitigation Specialists.
- Perform assessments, make diagnoses regarding mental illness or addictions, conduct interviews to collect information, and gather records for mitigation/competency.
- Prepare comprehensive psychosocial histories as needed.

- Provide testimony regarding mental health status, competence or developmental issues.
- Provide social services information/education to attorneys and clients. Coordinate, refer, and monitor relevant social services for clients.
- Prepare and present accurate case information and persuasive mitigation reports.
- Advocate for clients in the criminal justice system by investigating, developing, and presenting information that supports an alternative sentencing plan or dispositional plan.
- Advocate for clients in the legal system who are responding to a dependency petition, and other proceedings affecting the client's liberty or other constitutionally protected interest.
- 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.
- Perform other duties as assigned

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

Experience, Qualifications, Knowledge, Skills

REQUIRED:

- Master's degree in social work or a related behavioral science field.
- Criminal defense experience or familiarity with the populations that DPD serves. This education and experience should demonstrate an ability to work with clients who may be under pressure and in stress, helping them to navigate complex bureaucracies and access the assistance they need.
- Minimum one year of experience in a lead or supervisor role.
- Must have a valid Washington State Driver's License or the ability to travel throughout the county in a timely manner.
- Must be 21 years of age.

KNOWLEDGE OF:

- The role of the attorney-mitigation specialist relationship and familiarity with the Washington State Bar Association Rules of Professional Responsibility and other ethical standards which govern Mitigation Specialists.
- Principles, methods and techniques of social services, including case management, assessment, coordination/referrals, research, mediation, report writing, and oral communications.
- The use of mitigation in criminal justice cases.
- Protocols and methodology for assessment, evaluation and documenting physical, psychological, and mental development.

- Criteria for reliable diagnosis and assessment of mental disorders.

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.
- Testify effectively at trial, sentencing or other hearings.
- Communicate effectively and professionally, in person and in writing.
- Work calmly and respond courteously when in stressful situations.
- Have regular, reliable, and predictable attendance to support timeliness and follow-through on legal items and scheduling affecting our clients.

SKILL IN:

- Handling confidential information.
- Identifying potential ethical issues and seeking advice/counsel when ethical issues arise or require clarification.
- Preparing detailed narrative reports, correspondence, and other written materials.
- Using office software programs including Microsoft Office Suite, case management systems, spreadsheet, database, and email.
- Working with a variety of individuals from diverse backgrounds.

The following qualifications are a plus:

- Experience and ability to supervise a team of Mitigation Specialists.
- 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.



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 it is open to **Department of Public Defense, Associated Counsel for the Accused Employees**. Please apply at www.kingcounty.gov/careers.

This recruitment will be used to fill **one Career Service** position in our [Associated Counsel for the Accused Division](#).

To be considered for this role submit the following items:

- Completed King County **application**.
- A **Cover letter** summarizing how you meet the required experience, qualifications, knowledge, and job skills listed above. In addition, please share with why you are interested in this position.
- A short **self-authored writing sample** (in .doc, .docx, or .pdf format). Examples of appropriate items include an advocacy document, psychosocial assessment or a letter on behalf of a client.

If you have questions, please contact:

Falisha Forgash, Human Resource Analyst

fforgash@kingcounty.gov

206-263-2041

WORK SCHEDULE AND LOCATION:

The work week is normally 8:00 a.m. to 5:00 p.m. Monday through

Friday. This position is exempt from the provisions of the Fair Labor Standards Act and is not eligible for overtime pay.

In this role you should expect to work both in the field and in the office, while being required to report to other locations, such as court or jail facilities. 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.

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

Positions in this classification are recognized by Teamsters, Local 117.

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/>

Public Defense Mitigation Specialist Supervisor Supplemental Questionnaire

*QUESTION 1

Are you a current and/or former employee of the Department of Public Defense?

- Yes
- No

***QUESTION 2**

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

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

***QUESTION 3**

Which best describes your highest level of education?

- No GED or High School Degree
- General Education Degree
- High School
- Some College
- Associate's or Technical Degree
- Bachelor's Degree
- Master's Degree
- PhD
- JD
- Other advanced degree

***QUESTION 4**

By applying for this position, I agree that I am 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 Street, Seattle Meeker Street Building, 420 W Harrison Street, Kent

- Yes
- No

***QUESTION 5**

Did you attach a cover letter and short self-authored writing sample to your online application? (Please note, a complete application is required for this process. Writing 'see resume' on your application may result in disqualification from further consideration).

- Yes
- No

***QUESTION 6**

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 7

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