



## Chief of Staff II

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**DEPARTMENT:** KCSO - Sheriff's Office  
**DIVISION:** Sheriff Policy Direction  
**SALARY:** \$82.14 - \$104.12 Hourly  
\$170,851.20 - \$216,569.60 Annually  
**LOCATION:** King County Courthouse - 516 3rd Ave, Seattle  
**JOB TYPE:** Career Service, Full Time, 40 hrs/week  
**CLOSING DATE:** 03/22/23 03:00 PM

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### SUMMARY:

This career service position is open to the public and will remain open until 3pm on March 22, 2023. The first review of applications is scheduled to begin on Wednesday, March 15, 2023. Interested candidates are encouraged to apply as soon as possible.



This **Chief of Staff II** position at the Sheriff's Office is an exciting opportunity to work in a large and multi-faceted department. This position will serve as senior advisor to the Sheriff, Undersheriff and Chiefs and will work to implement policies that support various programs and services provided by the Sheriff's Office, with a focus on improving the quality of policing in our community.

The mission of the King County Sheriff's Office (KCSO) is to be a trusted partner in fighting crime and improving the quality of life for our residents and guests. The hallmarks of service in the Office are Integrity, Teamwork, Service and Leadership. The KCSO strives to develop trust in our community by demonstrating transparency and accountability.

We are seeking a candidate who has a **high level of leadership and communication experience**. This role will serve to support the Sheriff, ensure alignment of the department's direction with King County, provide leadership to senior management and provide effective communications to a wide range of audiences. This position also plays a key role in working with members of the King County Council and the King County Executive branch of government.

## **JOB DUTIES:**

As the **Chief of Staff II**, you will provide strategic support to the Sheriff and her leadership team and serve as a liaison to the King County Council and the Executive's Office. You will also be relied on to:

- Provide leadership to functions undertaken in the Sheriff's Office and represent the Sheriff and the department on matters of institutional significance.
- Oversee and manage the flow and exchange of information, streamline operations, track and ensure that Sheriff accountabilities for assigned responsibilities are achieved.
- Identify and manage critical issues that have significant public impact which require the attention of the Sheriff, Undersheriff, Chiefs and/or other managers.
- Assure positive interactions with key constituents and drive initiatives on behalf of the Sheriff and the department.
- On behalf of the Sheriff, convene and coordinate development of policies and issues with the department's senior management team and other internal and external stakeholders.
- Work with the Sheriff, Undersheriff and Chiefs to maintain and fulfill the department's core responsibilities to the County Executive, the County Council and other governmental agencies.
- Contribute to the vision, mission and values of the department through responsible and effective leadership and work performance; serve as a key member of the department's Executive Team.
- Support and sustain the department as a high-performing organization which models excellent organizational performance and exemplary customer service.
- Ensure that the Sheriff, Undersheriff and Chiefs are well prepared and in possession of materials and data required for meetings, conferences and other scheduled public events.

## **EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:**

**To be considered for this position, candidates will submit a resume to include:**

- Bachelor's degree, preferably in public administration or related field (and)
- One or more years of progressive/senior management level experience in a medium to large department of a government agency (or)
- Any combination of education and experience that clearly demonstrates the ability to perform the job duties of the position

And a **cover letter** that conveys:

- Extensive management and leadership experience in a large public setting, operating within a complex multicultural and diverse environment, government, communications, public relations and/or related environment
- Working knowledge of techniques for building and sustaining community and public relationships
- Knowledge of County, local government and issues
- Knowledge of federal and state regulations involving government and legislative activities
- Knowledge of public sector issues involving organizational structure and project management initiatives
- Knowledge of effective management practices in a labor-intensive environment
- Knowledge of and sensitivity to multi-cultural and diversity issues, including managing and interacting with a multi-cultural staff from varying demographic backgrounds
- Demonstrates your excellence in written communication that shows your ability to format and share information in a clear and concise manner

Skill in analytical and critical thinking and strategic confluence

- Skill in identifying key business issues from multi-disciplinary perspectives
- Skill in preparing and presenting effective and accurate information
- Ability to think critically and strategically, foster creativity and encourage problem-solving
- Ability to relate complexities to individuals and to persuasively and professionally influence varied constituencies, including employees, customers, stakeholders and elected officials
- Ability to effectively engage in and sustain relationships with people from diverse cultures and

socio-economic backgrounds

## **APPLICATION PROCESS:**

To be considered for this position, the following items must be completed. Your cover letter will be evaluated for grammar, punctuation, and clarity.

- **King County Application** (applying online satisfies this requirement)
- **Letter of Interest** (Cover letter) detailing how your qualifications and experience meet or exceed the minimum qualifications stated in this job bulletin
- **Resume**

The most competitive candidates will be invited to an oral board exam/interview scheduled for early April. The usual work week for this position is 40 hours per week (weekdays, approximately 8:00 AM to 5:00 PM). Hours may vary based on business need, and may include some occasional early morning, evening, and weekend hours. This position is based at the King County Courthouse in downtown Seattle. Some hybrid in-person/remote work may be available.

This position is career service, FLSA Exempt and is not represented by a union.

CONTACT INFORMATION: If you have questions regarding this recruitment please contact:  
Jessica Klein, HR Manager, King County Sheriff's Office  
Jessica.Klein@kingcounty.gov  
206-263-2543

## **SUPPLEMENTAL INFORMATION:**

**Forbes 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.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.kingcounty.gov/>

Job #2023NM18329  
CHIEF OF STAFF II  
NM

King County Administration Bldg.  
500 4th Ave. Rm. 553  
Seattle, WA 98104  
206-477-3404

[nmegevand@kingcounty.gov](mailto:nmegevand@kingcounty.gov)

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### Chief of Staff II Supplemental Questionnaire

- \* 1. The background of all King County Sheriff's Office employees and applicants are thoroughly checked. The required background investigation will review and evaluate driving records, criminal records, employment histories, military records, personal and employment references, and related information. A polygraph examination is also required. Are you willing to undergo a background investigation and polygraph examination as part of the employment process?

Yes    No

- \* 2. The King County Sheriff's Office maintains a list of automatic disqualifiers for employment. This list can be accessed by clicking on this link [Automatic Disqualifiers](#). Please review the disqualifiers and respond to the following question before proceeding. **Do you certify that based on your review of the automatic disqualifiers that you are qualified for employment with the King County Sheriff's Office?** Note - This information will be verified prior to scheduling an oral board interview.

Yes    No

- \* Required Question