



Legal Advisor - Senior

DEPARTMENT: KCSO - Sheriff's Office
DIVISION: Administration
SALARY: \$123,594.22 - \$156,662.90 Annually
LOCATION: King County Courthouse - 516 3rd Ave, Seattle
JOB TYPE: Appointed
CLOSING DATE: 01/31/22 11:59 PM

SUMMARY:

This position is open to the public.



The King County Sheriff's Office (KCSO) is seeking an experienced Legal Advisor. This position will focus on labor and employment issues and provide advice on legal and policy matters to the Sheriff's Office.



If you seek interesting work, including the chance to work on implementing policy and practices focusing on improving the quality of policing in our community, this opportunity may be for you. The mission of the 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.

King County provides exceptional benefits, including:

- Medical, dental, and vision coverage: King County pays **100%** of the premiums for eligible employees and family members
- 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
- 10 paid holidays each year (plus 2 personal holidays)
- Up to 10 additional paid Executive Leave days per year
- Payment of annual bar dues and continuing education

For a full list of benefits are available on the “benefits” tab of the job posting.

JOB DUTIES:

Responsibilities of the Legal Advisor include providing advice on legal and policy matters for the KCSO. You will provide counsel to members of the agency’s executive staff on the development of policies directly affecting the KCSO employees, focusing on labor and employment law. More specifically, you will:

- Monitor and advise agency leadership of current court decisions and legislation affecting the operations, practices, and policies of the agency.
- Recommend and draft changes to KCSO policies and practices relating to labor and employment.
- Evaluate new legislation for impact on agency programs and services.
- Serve as liaison with internal agencies such the Prosecuting Attorney’s Office, Human Resources, Office of Labor Relations, and Office of Risk Management as well as with other external municipal, state and federal agencies.
- Provide guidance to agency leadership in addressing sensitive or controversial employee relations issues. Assist the agency with training of employees regarding statutory and case law developments.
- Review and advise on internal investigations and discipline and may work with external and internal investigators performing investigations.
- May supervise or assign work to staff.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

Applicants must be Washington State Bar qualified and demonstrate:

- Five years of experience advising or litigating labor and employment law issues
- Strong legal research, writing and analytical skills.
- Strong work ethic and commitment to working effectively in a team environment.
- Experience conducting or supervising workplace investigations into claims of discrimination in the workplace
- Familiarity with state and federal standards applicable to the workplace
- Advanced skill in problem-solving, conflict resolution, decision making, and issue spotting.

Special Requirements:

- Member in good standing with the Washington State Bar.
- Must submit to a criminal history check.
- Proof of U.S. Citizenship or Permanent Legal Resident (per RCW 36.27 and 29A.04 and Article VI of the WA Constitution).

Work Conditions: The King County Sheriff's Office Legal Advisors work with leadership throughout the organization, primarily from headquarters at the King County Courthouse. Although some in person meetings are expected, Legal Advisors may also telework, as approved by their supervisors.

Work Schedule: This is full-time appointed position. Typical work schedule is 40-hours per week, Monday through Friday from 8:00 AM – 5:00 PM, but may vary. Additional hours may be necessary to respond to workload needs, which may include evenings and weekends.

Application Instructions: Please carefully review the list of required materials before submitting your application.

- **Letter of interest** clearly explaining how you meet or exceed the posted requirements
- **Writing sample** – must be recent, written substantially by the applicant and no more than 20 pages in length
- **A complete online application via governmentjobs.com**

Contact Information: If you have questions regarding this recruitment or background requirements, please contact the KCSO Human Resources Manager, Jessica Klein at Jessica.Klein@KingCounty.gov or at 206-263-2543.

SUPPLEMENTAL INFORMATION:

Work Location: This position is currently a combination of in-person at the King County Courthouse in downtown Seattle; located at: 516 - 3rd Avenue, Seattle, WA 98104, and teleworking.

Teleworking Requirement:

The work associated with this position will be performed through a combination of onsite work and meetings and teleworking. Employees must reside in Washington state and within a reasonable distance to their King County worksite to respond to workplace reporting requirements.

Employees will be provided with a County issued laptop and must maintain a workspace with an internet connection (access may be supplemented in some situations) where they can reliably perform work and remain available and responsive during scheduled work hours. Please note that when an employee conducts work that is likely to bring them in contact with another individual, safety precautions are required, including the wearing of masks in some situations. King County is doing its part to reduce the spread of COVID-19 and remains committed to reducing our carbon footprint.

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

Covid-19 Vaccination Requirement

As of October 18, 2021, most* King County employees are required to be fully vaccinated against COVID-19. If hired, you will be required to submit proof of vaccination by October 18th. People are considered fully vaccinated two weeks after their second dose in a two-dose series or two weeks after a single-dose vaccine. Employees may make requests for a reasonable accommodation based on a medical disability or for sincerely held religious beliefs. Philosophical, political, scientific, or sociological objections to vaccination will not be considered for an exemption or accommodation.

This directive applies to employees in the Executive branch*, the Assessor's Office, Elections, the King County Sheriff's Office, and the Executive Office.

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.

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

Job #2021JK15066
LEGAL ADVISOR - SENIOR
BM

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