



King County

Court Program Technician

SALARY

\$35.32 - \$44.86 Hourly

LOCATION

Seattle, WA

JOB TYPE

Regular, Full time, 35 hrs/week

JOB NUMBER

2025-24059

DEPARTMENT

KCSC - Superior Court

DIVISION

Family Court Ops

OPENING DATE

03/03/2025

CLOSING DATE

3/14/2025 11:59 PM Pacific

FLSA

Non-Exempt

BARGAINING UNIT

Z5 : Superior Ct Guidelines

FULL- OR PART-TIME

Full Time

HOURS/WEEK

35 hours/week

Summary

King County Superior Court is seeking qualified applicants for a full-time Court Program Technician in Family Court Operations. This position will work with the Family Law Commissioner Support Team at the King County Courthouse in downtown Seattle.

The Court is one of the nation's largest trial courts, serving the country's 12th most populous county. Located in the beautiful Pacific Northwest, King County Superior Court is nationally recognized for innovation. The court's mission is to serve the public by ensuring justice through accessible and effective forums for the fair, understandable, and timely resolution of legal matters.

The responsibilities of this position include performing work in support of multiple programs within the Family Court Operations Department. The incumbent enters data into software programs and maintains, tracks, monitors, research, and updates cases. This is a forward-facing position that requires the incumbent to multi-task while assisting litigants, volunteers, attorneys, and judicial officers. The incumbent supports courts in civil protection orders/weapons surrender, family law, and may assist with dependency, truancy, family treatment court, and/or other case-setting matters.

Who may apply: This position is open to all qualified applicants. Applications may be placed on an eligibility list for future recruitments.

Work location: This position is primarily located at the King County Courthouse, 516 Third Avenue, Seattle, WA. The incumbent may be required to work at any of the King County Superior Court facilities as assigned.

Work schedule and terms: This position is hourly (overtime-eligible) and subject to the overtime provisions of the Fair Labor Standards Act. This is a full-time position working a 35-hour workweek. The workweek is normally Monday through Friday, 8:15 AM to 4:15

PM. Variations from these hours may occur based on the needs of the court.

Additional materials required: Please include a resume and cover letter describing how you meet or exceed the requirements for this position. These materials are supplemental to your application. You must still completely fill out the on-line application with your relevant education and work experience. **Your application may be rejected as incomplete if you include relevant information only on the resume or cover letter. Applications that state "see my resume" are considered incomplete and will not be accepted.**

Please note that you can attach multiple documents to your application. Your options are:

- 1) Copy and paste one or more documents into the text resume section of the application; or
- 2) Attach multiple documents/files in the attachment section.

Job Duties

Primary job functions include, but are not limited to, the following:

Perform tasks in court, including monitoring case readiness in compliance with court rules; interpreting policies and procedures; preparing and writing court orders based on judicial officers' determinations; reviewing the docket for case information to assist judicial officers with case research; reviewing pleadings and legal documents for compliance with applicable laws and previously entered orders, and creating and updating of team distribution lists.

Perform operational support activities, including scheduling court dates, determining priority order of cases with respect to local court rules/ legal timeframes, and creating and maintaining the timely distribution of court calendars.

Provide procedural information to attorneys, pro se litigants, and others.

Facilitate communication between judges, commissioners, court staff, volunteers, and the public. Respond to questions and inquiries regarding specific court rules and implementation of court program policies and procedures.

Track, maintain, monitor, and input case information into court-specific database system(s). Update case status for accurate and current information. Monitor cases post-filing through dismissal or jurisdiction expiration. Submit monthly data reports.

Ensure courtroom security daily as well in high-volume courtrooms. Initiate security response to courtrooms and court-related areas when required.

Provide back-up support to other employees and/or program participants as needed.

Participate in training new employees in processes, policies, and software applications.

Perform other duties of a similar nature or level in support of the specific programs or courts.

Experience, Qualifications, Knowledge, Skills

High school diploma or general equivalency diploma (GED), and three to five years' experience in court procedures and processes, or an equivalent combination of education and experience.

Knowledge of court rules, court procedures, and processes. Must be able to interact effectively with a wide range of people in a professional manner. Knowledge of computer applications is required.

Supplemental Information

Special requirements: The ability to reliably travel throughout the county is required. Finalists must successfully pass a criminal background investigation and

reference check. Criminal background records are not automatically disqualifying.

King County Superior Court 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.

Selection process: Application materials will be screened for qualifications and the most competitive candidates will be invited for interviews.

Union membership: Positions in this classification are not represented by a union.

If you have questions regarding this position, please call King County Superior Court Human Resources at 206-477-1529,

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

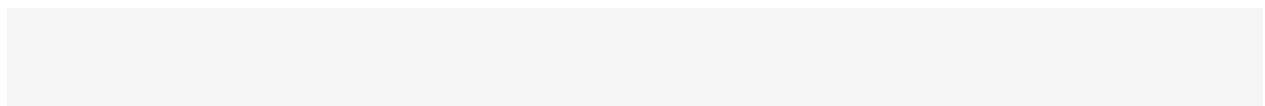
King Street Center
201 South Jackson Street
Seattle, Washington, 98104

Phone

206-477-3404

Website

<http://www.kingcounty.gov/>



Court Program Technician Supplemental Questionnaire

*QUESTION 1

This application requires a separate resume and cover letter, in addition to completing the "work history" section of the application. Your application will be considered incomplete without a separate resume and cover letter. Have you attached a separate resume and cover letter?

Yes

No

*QUESTION 2

What is the highest level of education that you have completed?

Did not graduate from high school or obtain GED

High school diploma or GED

Some college (attended but have not received a degree)

Bachelor's degree

Master's degree

*QUESTION 3

How many years of professional experience do you have working with court procedures and processes?

None

Less than one year

At least one year, but less than three years

At least three years, but less than five years

At least five years, but less than ten years

Ten or more years

*QUESTION 4

How many years of experience do you have working specifically with Family Law court procedures and processes?

None

Less than one year

At least one year, but less than three years

At least three years, but less than five years

At least five years, but less than ten years

Ten or more years

* Required Question