



King County Director II - Family Court Operations

SALARY	\$154,716.02 - \$194,738.00 Annually	LOCATION	Seattle, WA
JOB TYPE	Regular, Full time, 35 hrs/week	JOB NUMBER	2025-24912
DEPARTMENT	KCSC - Superior Court	DIVISION	Family Court Ops
OPENING DATE	06/27/2025	CLOSING DATE	7/20/2025 11:59 PM Pacific
FLSA	Exempt	BARGAINING UNIT	Z5D : Directors-SC
FULL- OR PART-TIME	Full Time		

Summary

King County Superior Court is seeking a creative, collaborative and inclusive leader for the Family Court Operations department. The individual selected will have unique opportunities and challenges in leading the department's work to develop and implement Family Court policies and procedures to improve the legal system for families and children. The incumbent will be instrumental in promoting the court's Diversity, Equity and Inclusion work throughout the Family Court Department and working with other court leaders to continue this work court-wide.

Working cooperatively with other major decision-makers and justice agencies in the public and private sectors, Family Court Operations provide services and support to assist those families engaged in court actions. This position works closely with Family Law/UFC Chief and Lead judges to further the work of the department through development and implementation of practices, policies and procedures consistent with the Court's mission and values.

The responsibilities of this position include directing all aspects of the Family Court Operations department, including but not limited to: Family Court Services, Family Law Self-Help Programs, Becca programs, Dependency CASA, Family Treatment Court, and Family Law and Dependency administrative support. Family Court Operations department provides a wide variety of services in a culturally-competent and trauma-informed manner for families and children involved in the court system. The incumbent is responsible for the department's social services, case flow management, budgeting, personnel and facilities management in multiple locations. The Director supervises department staff directly and through subordinate managers and supervisors.

It is the vision of KCSC to be open to all, trusted by all, and to provide justice for all. To fulfill Superior Court's [Mission, Values, and Vision](#), employees at all levels serve the complex needs of a diverse population of Court users. Applying equity and social justice principles is a daily responsibility and a foundational expectation. At KCSC, we are dedicated to building a diverse and authentic workplace centered in belonging.

Who may apply: This position is open to all qualified applicants.

Work location: This position is based at the King County Courthouse, 516 3rd Ave., Seattle, WA. The incumbent will also be required to work at other locations as needed.

Work schedule: This is a full-time position. The court's business hours are Monday through Friday, 8:30 a.m. - 4:30 p.m. Work hours for this position may vary, including early mornings, evenings and weekends as needed. This position is exempt from the overtime provisions of the Fair Labor Standards Act and is at-will, reporting to the Deputy Chief Administrative Officer.

Additional materials required: Please include a resume and letter of interest describing how you meet or exceed the requirements for this position. These materials are supplemental to your application. Applications not including these materials will be considered incomplete. **You must still completely fill out the on-line application with your relevant education and work experience. Your application will 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.
- 2) Attached multiple documents/files in the attachment section.

Job Duties

The following duties are not intended to represent the entire functional capacity of the position at the task level.

- Provide overall organization and direction for the Family Court Operations department. Make recommendations regarding proposed Family Court policy and direction to Court Administration and Judicial leadership. Oversee development of standards for program evaluation and system performance measures, and effective staff allocation within the department.
- Consult with Family Court administrators from other jurisdictions regarding family court policy direction and trends. Oversee community outreach projects and programs. Serve on related committees.
- Identify resource needs and potential sources of funding. Oversee grant acquisition from state and local governments, the federal government, and private foundations. Write grant proposals and administer grants.
- Participate in the Court's strategic planning. Make recommendations regarding system design changes with overall court or interdepartmental impacts to Court Administration and Judicial leadership. Make departmental budget recommendations.
- Recruit, select, train and supervise staff. Evaluate staff performance and provide coaching, feedback and corrective action for performance issues. Routinely review staff work procedures and work products. Respond to staff concerns, questions and complaints.
- Oversee business application of computer information systems.
- Represent the court in labor relations, including negotiations, contract administration and conflict resolution. Collaborate with labor and foster an environment in which represented staff are informed and able to participate in advancing the court's goals, while representing management's interests.
- Foster and build upon the department's ongoing work in creating a diverse, welcoming and inclusive work environment that represents the communities served by King County.

Experience, Qualifications, Knowledge, Skills

The most competitive candidates will have:

- Bachelor's degree in social services, public administration or related field.
- A minimum of three years supervisory experience.
- A minimum of three years' experience in a responsible management position in a large public agency serving families and children, or in a non-profit organization dedicated to juvenile justice or a related field, or the equivalent education and experience to perform such duties of the job, is required.
- Prior court and social service experience.

- Experience in grant writing, negotiations, labor relations and working in a political environment.
- Knowledge of:
 - Current trends, principles, practices and law for family law, Becca and dependency cases;
 - The principles of court administration;
 - Grant writing and administration;
 - Labor law and the principles of negotiating and administering collective bargaining agreements;
 - Team-building and organizational goal setting methods;
 - Organizational planning, management and leadership;
 - Public relations;
 - Policy development;
 - Principles of program effectiveness research;
 - Mental or behavioral health principles, including diagnosis, treatment and/or counseling;
 - Community outreach;
 - Government fiscal management including budget preparation and expenditure control;
 - Technology systems and data analysis.
- The most successful candidates must have strong diplomatic, listening, oral advocacy, persuasive writing and collaboration skills, and a demonstrated unwavering commitment to equity and social justice.

If you are excited about this role but your experience does not align perfectly with every qualification in the job description, we encourage you to apply anyway. You may just be the needed candidate for this or other roles.

Supplemental Information

Special requirements: The ability to reliably travel throughout the County is required. Finalists are subject to the Washington State Patrol criminal background check and a reference check. Criminal background records are not automatically disqualifying.

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

Union membership: This position is not represented by a union.

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.

If you have questions regarding this position, please call King County Superior Court Human Resources at (206) 477-1536.

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/>

Director II - Family Court Operations Supplemental Questionnaire

*QUESTION 1

This application requires a separate resume and cover letter, in addition to a completed "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

Please indicate your highest level of educational attainment.

- ☐ High school diploma or GED
- ☐ Some college
- ☐ Associate's or technical degree
- ☐ Bachelor's degree
- ☐ Master's degree
- ☐ Juris Doctor (Law degree)
- ☐ Doctorate

***QUESTION 3**

If you have a Master's Degree, please indicate the field of study. If you do not have a Master's Degree, please enter "N/A."

***QUESTION 4**

How many years of supervisory experience do you have?

- ☐ 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 5**

How many years of public-sector management experience do you have?

- ☐ 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 seven years
- ☐ Seven or more years

***QUESTION 6**

How many years of experience do you have developing and presenting policy recommendations for a large public-sector organization?

- ☐ 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