



King County

Court Appointed Special Advocates (CASA) Specialist

SALARY

\$87,809.36 - \$111,723.61 Annually

LOCATION

Kent, WA

JOB TYPE

Regular, Full time, 35 hrs/week

JOB NUMBER

2025-25143

DEPARTMENT

KCSC - Superior Court

DIVISION

Family Court Dependency CASA

OPENING DATE

07/31/2025

CLOSING DATE

8/13/2025 11:59 PM Pacific

FLSA

Exempt

BARGAINING UNIT

N6: WSCCCE L2084-SC-CASA Spec&Atty

FULL- OR PART-TIME

Full Time

HOURS/WEEK

35 hours/week

Summary

King County Superior Court is accepting applications for a full-time, regular **Court Appointed Special Advocates (CASA) Specialist** position.

This position will support the program managers in planning, organizing and directing the services of the Court Appointed Special Advocates (CASA) or Guardian Ad Litem (GAL) program. Work under the direct supervision of program managers, supervise CASA/GAL volunteers, train and conduct case management.

Success in this position is measured by the ability to build and sustain positive relationships with individuals of diverse backgrounds, to ensure the system works for the children involved in the dependency court system. In addition, to be successful and excel in this position, you will have the ability to:

- Work in a high conflict environment and remain strength-based while supporting cases moving forward in a way that leads to positive outcomes for children and families.
- Think critically, challenge assumptions, combat bias, and advocate through the lens/values of the children and families you serve, even when they may differ from your own.
- Be culturally humble and responsive.
- Write and speak in a persuasive way.
- Respond to situations that arise and to individuals through a trauma-informed and anti-racist lens.
- Recognize that secondary trauma is a reality in our work. The ability to be mindful and be healthy will ensure long term success in the field of child welfare.

It is the vision of King County Superior Court (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. Applications may be placed on an eligibility list for future recruitments.

Work schedule and terms: This is a full-time position. The Court's business hours are Monday through Friday, 8:30 AM to 4:30 PM. 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 not overtime eligible.

Work location: This position is primarily located at the Maleng Regional Justice Center in Kent, WA. The incumbent may be required to work at other court facilities: The Patricia Clark Children and Family Justice Center in Seattle and the King County Courthouse in downtown Seattle.

This position is eligible for a hybrid work schedule with a mix of onsite and remote work. Employees must reside in Washington State and within a reasonable distance of their King County Superior Court worksite to respond to workplace reporting requirements.

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. 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

The following is intended to be a summary of the job functions for this position and does not reflect every task encountered to achieve these functions.

Recruit, select, screen, train and supervise volunteers. Interpret policies and procedures and apply conflict resolution techniques in dispute settlement. Provide assistance to program manager to determine program goals, objectives, and work assignments. Develop policies and procedures and conduct program evaluations.

Assist the program manager in overall case management: screen and track cases needing assignment, assign cases to volunteers, monitor case allegations, and oversee court calendars. Determine and monitor case management, data, and record systems.

Facilitate communication between volunteers and external customers, agencies and the public. Serve as liaison and intermediary between CASA volunteers and community and government agencies, associations, and the general public. Track and maintain an updated network of service providers and treatment agencies and provide service provider and resource information to volunteers.

Provide clinical case consulting with the volunteers to analyze each case in making appropriate recommendations and determine actions. Review and edit reports to the court for dependency, guardianship, and termination of parental rights proceedings. Understand dependency, guardianship, and termination legal deadlines.

Prepare volunteers and witnesses for hearings, trials, mediations and case related meetings. Participate in case related hearings, meetings and mediations. Describe legal process to volunteers. Interpret court orders and explain legal concepts.

Inform court and other represented parties of volunteer's observations, recommendations and positions on contested issues in court hearings. Provide in-court support to volunteers in court hearings.

Provide supervision for assigned cases. Evaluate volunteers' performance; respond to complaints about volunteers' performance; provide feedback and corrective action and keep program manager informed as to significant performance issues and complaints.

Develop training curriculum and facilitate core training to volunteers.

Perform other duties of a similar nature and level.

Experience, Qualifications, Knowledge, Skills

Master's degree in social work, public administration or related field and three years of program related experience and program or project management, including two years of supervisory experience, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Must have knowledge of the Washington State dependency law and system; casework management; social welfare principles and practices; programs, regulations and related services in the areas of child abuse, substance abuse, mental illness, domestic violence, poverty, family reunification, child development, adoption, and permanency planning; the Indian Child Welfare Act; family visit practices and services; techniques for working in high conflict situations and with difficult, sometimes dangerous parties and very sensitive subject matter; community resources for children and families; systems in all of the areas under Superior Court jurisdiction; legal concepts and principles of witness preparation and court reports; program/project management techniques; working with diverse populations; training techniques; the legislative process; responsible for knowing appropriate community resources to provide support for volunteer advocacy and Code of Conduct for CASAs. Knowledge of and ability to apply supervisory, child advocacy and investigation skills.

Successful applicants must have experience and skill in using computer software applications including word processing and database management.

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 represented by the Washington State Council of County and City Employees, Council 2, Local 2084-CASA.

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 206-477-1529,

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 Appointed Special Advocates (CASA) Specialist 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 a GED

High school diploma or GED

Some college (attended but have not received a degree)

Associate 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 program or project 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 ten years

Ten or more years

***QUESTION 5**

How many years of supervisory experience do you have?

None

Less than one year

At least one year, but less than two years

At least two years, but less than five years

At least five years, but less than ten years

Ten or more years

***QUESTION 6**

How many years of casework management experience do you have?

None

Less than one year

At least one year, but less than two years

At least two years, but less than five years

At least five years, but less than ten years

Ten or more years

* Required Question