

KING COUNTY BOARD OF ETHICS – POSITION DESCRIPTION

Created by ordinance in 1972, the King County Board of Ethics is a five-member citizen advisory board authorized by King County Code (K.C.C.) 3.04. The Board interprets the Code of Ethics through advisory opinions, develops forms and procedures to support compliance, oversees financial and consultant disclosure requirements, and promotes awareness through ethics education and training.

In addition to these responsibilities, Board members play a meaningful role in several current and impactful initiatives, including:

(1) Play a Key Role in a Historic Ethics Appeals Hearing

The Board is overseeing an ethics appeal hearing, a process that hasn't occurred in years. This is a unique and meaningful opportunity to be part of a civic board during a pivotal moment. Members will help decide an equitable outcome and play a role in modernizing the appeal process for the future. Your voice can directly shape how fairness, transparency, and accountability are upheld in King County moving forward.

(2) Be Part of Making the Ethics Code Clearer and More Accessible

The King County Code of Ethics hasn't been updated in years and is often seen as too legalistic and challenging for the public to understand. As a board member, you'll have the opportunity to help make the code clearer, more inclusive, and easier to use so that everyone can understand their rights and responsibilities.

(3) Bring Fresh Perspective to Outdated Rules and Procedures

The Board is taking a fresh look at its internal rules, especially those related to appeal hearings and meeting procedures, to ensure they continue to serve the public effectively. This is a great time to join the Board, work with engaged peers, and help refine and update these processes to better meet current and future needs.

(4) Assist Others Navigate Ethical Choices Through Thoughtful Guidance

Join the King County Board of Ethics and take part in drafting advisory opinions. These opinions offer clear, practical guidance to county employees and officials facing ethical questions. As a board member, you'll help shape these opinions, making ethics more accessible, understandable, and useful in everyday decision-making.

Ideal Candidates Will Have:

- Professional experience or training that supports thoughtful engagement with complex and sensitive ethics issues (*A legal background can be helpful, but is not required.*)
- Good judgment, integrity, and the ability to work independently and collaboratively

- Familiarity with government or public service environments (not necessarily within King County)
 - A history of civic engagement and a commitment to open government
 - An interest in public accountability, transparency, and fairness
 - The ability to listen respectfully to diverse perspectives and help build consensus
 - A willingness to learn the ethics code and explain it in plain, accessible language
 - A personal commitment to ethical conduct
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Time Commitment and Appointment Details:

- Board members typically spend 2–4 hours per month on Board business
 - Regular meetings are held four times per year, usually on the third week of January, April, July, and October, unless otherwise determined by the chair of the board or a majority of the board members.
 - Members are appointed for three-year terms and may be reappointed
 - The Board is supported by an administrator and legal counsel from the King County Prosecuting Attorney's Office
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Contact Information:

King County Board of Ethics

Department of Executive Services

Office of Risk Management Services

201 S. Jackson Street, Suite 320

Seattle, WA 98104

Phone: 206-263-7821

Email: Program.Ethics@kingcounty.gov

Website: www.kingcounty.gov/ethics