



## COURT CASE COORDINATOR

**Department: Multiple**  
**Job Class #: 333700**  
**Pay Range: Professional 07**

**FLSA: Non-Exempt**  
**Represented: No**

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

**GENERAL FUNCTION:** This is professional administrative and coordinative work of a complex nature performed for a Pierce County Court. An employee in this classification researches, recommends, implements and coordinates programs for a specific court division.

### **ESSENTIAL FUNCTIONS:**

- Research other court models and assist with development and implementation of new programs.
- Research and recommend procedural requirements on a wide variety of issues which involve the specific court division and coordinate the implementation of recommended policy changes and requirements upon approval of the Court Judicial Team.
- Research the benefits of proposed changes to current policies.
- Monitor and provide suggestions to revise the court operating system (LINX).
- Assist in developing protocols and local rules.
- Monitor contract delivery of services.
- Act as primary liaison for the court program.
- Monitor similar court programs to improve program efficiency and cost effectiveness.
- Participate in special projects and facilitate cross-departmental and inter-agency collaboration.
- Coordinate with the calendar coordinator for status on pending cases.
- Consults with the Bar on case flow management issues.
- Manage and ensures timely case flow.
- Maintain and monitor statistics, outcomes and performance measures as set forth by the court depending upon the specific case coordinator.
- Ensure all parties, including the public, receive rules, policies, procedures and any pertinent information regarding their case.
- Prepare and brief the Presiding Judge on the daily calendars prior to session; assist in prioritizing and assigning cases to other departments
- Attend court sessions as required.
- Screen documents in accordance with established protocols and procedures.
- Review case files for completeness and monitor program compliance with local rules and procedures.
- Develop cooperative and professional working relationships with community service agencies and contracted service providers.
- Adhere to Pierce County Court program policies and procedures.
- Adhere to state and federal confidentiality regulations.
- Keep up to date on current trends and practices applicable to the area of assignment through continuing education (seminars, meetings, and classes) and reading applicable laws and journals.
- Serve on various committees as directed.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours.
- Meet the traveling requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.

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- Establish and maintain effective working relationships with Court and County officials, employees and the general public.
- Ensure effective communication with Court and County departments and staff to facilitate and ensure adherence to policies and procedures.
- Ensure consistent interpretation of laws, rules, policies and procedures.

#### **Essential Functions Specific to Therapeutic Courts**

- Works to determine participant eligibility for the Therapeutic Courts by reviewing and evaluating criminal records, police reports, alcohol and drug evaluation reports, and psychiatric and psychological reports.
- Assist in the development of individualized client service plans in cooperation with representatives of the criminal justice system, treatment facilities, and other community services in response to client needs.
- Assist clients in determining eligibility for services and benefits.
- Attends all court review hearings; assists the judge and other members of the therapeutic court team in reviewing compliance and progress of each defendant participant and makes appropriate recommendations.
- Present client reviews to the court for felony defendants enrolled in the Mental Health Court or for co-occurring disorders.
- Act as the liaison between all interagency and community programs such as jail services, local hospitals, and local mental health Forensic Assertive Community Treatment (FACT) team.
- Brief the Presiding Judge and Therapeutic Court Judge(s) on the status of the Therapeutic Court program(s).
- Prepare written materials (manuals, brochures, policies, procedures, etc.).
- Coordinate and facilitate Therapeutic Court Teams with planning/policy review and development.
- Schedule and facilitate regular Therapeutic Court Team meetings with relevant staff to review referrals and obtain treatment recommendations for the different therapeutic courts.

#### **Essential Functions Specific to Juvenile Court**

- Coordinate with court facilitators to meet the needs of pro se litigants.

#### **Essential Functions Specific to Superior Court Criminal Court Case Coordinator**

- Coordinate the jury process.

#### **Essential Functions Specific to Superior Court Family Court Case Coordinator**

- Facilitate early resolution for family law cases in which both parties are self-represented and may assist with early intervention orientation.
- Obtain relevant facts and explain the relevancy of such information to the individual.
- Assist self-represented litigants by providing information about legal forms, court procedures, hearings, trials and programs in the family law arena.
- Facilitate communication and coordination between the public, judges, court staff, outside agencies and the Clerk's Office Domestic Relations Facilitators.

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- Assistance to the Family Law Supervisor in increasing support to the judges and commissioners regarding family court programs and ensure continuity when the Family Law Supervisor is unavailable.

#### **OTHER JOB FUNCTIONS:**

- Prepare grant applications and monitor current grant(s). Research alternative and/or additional funding sources, complete and submit all required financial information, collect and compile data and prepare progress reports connected to grant awards.
- Make public presentations regarding the specific court division.
- May assign work to a specific work unit and ensure tasks are completed correctly and timely.
- May approve leave requests and work schedules.
- May provide input on performance evaluations.
- Perform other job functions as assigned.

**SUPERVISION RECEIVED AND EXERCISED:** Work is performed under general supervision of an administrative supervisor with the employee expected to plan and complete work independently after objectives, priorities and deadlines have been defined. Work is reviewed in progress and upon completion for thoroughness, timeliness and compliance with regulations, policies and procedures. This position may be responsible for performing lead functions such as assigning, reviewing, and approving the work of others.

**WORK ENVIRONMENT:** The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. Work in an office environment on a daily basis. Travel to various work sites and meeting locations as required. Work is generally completed on a regularly scheduled basis, however, attendance at meetings or completion of overtime work outside of normal scheduled hours may be required. Extended periods of concentration and sedentary work are required. Work is subject to frequent interruptions and normal office noise. Some stress is associated with the work.

**PHYSICAL REQUIREMENTS:** The physical demands described herein are representative of those that must be met by an employee, with or without accommodation, to successfully perform the essential functions. Must have finger dexterity to operate equipment used in the position, able to effectively communicate. There is some walking, sitting, bending/stooping, pushing/pulling and minimal lifting associated with the classification as it is currently performed. Ability to travel to attend meetings away from regular work site may be required.

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

##### **Knowledge of:**

- Laws, codes, and rules governing functions of the judicial system for the area of assignment.
- Court procedures and operations including scheduling of case calendars
- Computer software applications and data bases.
- Research methods, data collection techniques and statistical analysis.
- Automated Court Information Systems.
- Strategic planning principles and practices.
- Community resources pertinent to the specific coordination position.
- Grant opportunities.

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#### **Specific to Therapeutic Courts - Knowledge of:**

- Substance use disorders, including treatment planning/monitoring, drug and alcohol treatment programs, mental health programs and community resources.
- Substance abuse disorders and mental health disorders and how they coincide.
- Recent developments, literature, resources, and best practices in the different therapeutic court fields.
- Performance measurement and outcomes in therapeutic courts.

#### **Specific to Superior Criminal Court - Knowledge of:**

- Jury administration.

#### **Specific to Superior Family Court– Knowledge of:**

- R.C.W. Title 26.
- Mandatory forms.
- General family law processes/procedures/protocols.
- Human behavior and family dynamics.
- Child support calculation software.
- Interviewing techniques.

#### **Skill in:**

- Report writing.
- Assigning and allocating court resources.
- Forecasting trends through statistical data compilation on impacts to court case flow system.
- Grant writing.
- Use of independent judgment and effective decision-making in the application of a wide variety of laws, policies and procedures and in effective problem-solving.
- Effectively coordinating, performing, and completing multiple duties and assignments concurrently and in a timely manner.

#### **Ability to:**

- Establish and maintain effective, professional working relationships with elements of the justice system, treatment providers and other community resources; effectively efficiently interact with all parties involved in the court process.
- Develop and implement performance measures.
- Develop and implement case management policies and procedures.
- Coordinate various programs and projects with court staff.
- Maintain confidential information.
- Work efficiently and effectively under stress.
- Effectively apply customer service techniques to both internal and external customers.
- Exercise initiative and judgment, and make decisions within the scope of assigned authority.
- Plan, assign and coordinate work of others.
- Maintain a large client case load and/or heavy client volume.
- Work effectively with a diverse population.
- Develop and implement strategic plans.
- Research court programs and procedures, analyze information and make recommendations regarding program implementation and change.
- Understand and follow written and verbal instructions.

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- Work effectively and productively with others.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position, if any.
- Physically perform the essential job functions of the classification.

#### **Specific to Therapeutic Courts – Ability to:**

- Identify mental health issues as they relate to co-occurring disorders of drug addiction and mental illness.

**MINIMUM REQUIREMENTS TO APPLY:** Bachelor degree in court administration, criminology, criminal justice, pre-law, business administration or a related field plus two years of experience in an administrative position requiring systems analysis and/or court operations. Additional education or experience may substitute equally for the position requirements. Positions in specific court divisions may require program-related experience, education and/or training.

#### **Specific to Therapeutic Courts – Minimum Requirements:**

Bachelor degree in a behavioral science or a related field plus two years of experience in an administrative position requiring systems analysis and/or court operations. Additional education or experience may substitute equally for the position requirements. Positions in specific courts may require program-related experience, education and/or training i.e. case management, substance abuse and/or mental health. Master's degree preferred. Coursework in basic statistics and research methods desired.

#### **Specific to Felony Mental Health Court – Minimum Requirements:**

Graduation from a four-year college or university with a degree in a counseling related field plus two years of case management experience in a Mental Health Facility. Additional education or experience may substitute equally for the position requirements.

**SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS:** Must possess a valid Washington State Driver's license, or the ability to obtain the license within 30 days of employment, or otherwise meet the travel requirements of the position. Successful completion of all required background investigations is required prior to employment.

**NOTE:** For positions assigned to the Juvenile Court, successful completion of a Juvenile Court background investigation, which may include a medical physical, behavioral assessment and/or polygraph, is required prior to hire.