



JUVENILE FAMILY COURT FACILITATOR

Department: Juvenile Court

Job Class #: 334400

Pay Range: General 19

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 responsible and complex legal facilitation work for the Pierce County Juvenile Court. An employee in this class is responsible for performing highly complex legal technical activities requiring a firm grasp of legal terminology, processes and procedures.

SERIES CONCEPT: This class is distinguished from the Legal Assistant classifications by the direct responsibility for providing specialized legal services to pro se litigants in family law cases. Work is characterized by the specialized subject matter and complexity of duties; greater involvement in the technical aspects of procedural law, department policy, court procedures and status of cases in progress; and the exercise of more independence, discretion and judgment in applying general guidelines to work situations.

ESSENTIAL FUNCTIONS:

- Provide basic informational services to pro se litigants in Juvenile Family Court (JFAM) case matters.
- Gather information from DCFS social worker regarding contacts and case plan.
- Maintain communication with parent/custodian in order to complete parenting plan or other action, including phone calls reminding them of appointments.
- Assist with and explain local procedures on filing of actions, service of documents, the noting and confirming of motions before the Court and advise attorneys and other interested parties regarding status of cases and legal procedures.
- Coordinate needs for Interpreter Services for non-English speaking litigants.
- Coordinate and prepare complex reports requiring technical expertise in assigned area.
- Review domestic relations pleadings prior to filing for completeness and conformance with statutes; review final domestic relations documents for completeness prior to submission to the Court.
- Maintain appropriate records on all JFAM cases; prepare and submit monthly statistics to the Court Services Manager.
- Work closely with juvenile court judges and commissioners.
- Assist clients in filing JFAM case matters; explain general court procedures and set court hearing dates; schedule JFAM cases and notify all parties including prosecuting attorney's office.
- Distribute required information needed to calculate and complete child support worksheets and provide assistance as necessary.
- Perform typing and processing of legal documents.
- Assist in the preparation of case files and reports, review case history and related documents.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet travel requirements of the position.

JUVENILE FAMILY COURT FACILITATOR

Classification Description - Pierce County

Page 2

ESSENTIAL FUNCTIONS: (continued)

- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends, holidays and overtime.

OTHER JOB FUNCTIONS:

- Maintain inventory of materials on hand.
- Perform other job functions as assigned.

SUPERVISION RECEIVED AND EXERCISED: Supervision provided this position is of a general nature, allowing considerable latitude for completing assignments. Work is reviewed by an administrative superior for results attained and quality of services provided. This position does not supervise others.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. The Juvenile Family Court Facilitator typically works in a busy office environment and may be exposed to hostile situations. Incumbent may be required to work at a desk or other work station for prolonged periods; constant attention to detail is required. Ability to concentrate with frequent interruptions and office noise is required. Incumbents may be required to attend court proceedings on occasion.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing and hearing. Walking, sitting, bending/stooping, pushing/pulling and minimal unassisted lifting associated with the job duties is required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of:

- Departmental operations, procedures and regulations.

Knowledge of:

- RCWs, Titles 26 and 13
- Legal terminology, policies, techniques, and family law forms as required by the position.
- Principles and practices of office management.
- Computers and applicable software.

Ability to:

- Compile and analyze fiscal and statistical data.
- Understand and execute complex oral or written instructions and apply extensive or obscure guidelines to a wide variety of work situations.
- Keep complex records and prepare periodic reports from such records.
- Express ideas clearly and concisely, both verbally and in writing.
- Perform case management functions including gathering information for parenting plans and communicating with all parties.
- Staff cases as needed with representatives from DCFS, GAL office and DAC.

JUVENILE FAMILY COURT FACILITATOR

Classification Description - Pierce County

Page 3

- Establish and maintain effective work relationships with elected officials, department heads, associates, and with the general public.
- Understand and follow written and verbal instructions.
- 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.

MINIMUM REQUIREMENTS TO APPLY: Two or more years of progressive responsible Legal Assistant work or related experience is required. Family/domestic law experience directly related to the duties of the position preferred. Additional education or experience may be substituted for the position requirements.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: A valid Washington State driver's license may be required when travel is required of the position. Successful completion of a Pierce County Juvenile Court background investigation including polygraph test and all other required background checks is required prior to employment.