

SNOHOMISH COUNTY JOB DESCRIPTION
COURT SERVICES INTERVIEWER SUPERVISOR

Spec. No. 5060

BASIC FUNCTION

To supervise the court services interviewers in the performance of their duties. To assist as needed with the interview of clientele, in both an office setting and a jail setting, who are involved in felony, misdemeanor or other potentially jailable legal proceedings and to determine their eligibility for court-appointed counsel. To prepare Court Information Reports to judges and grant or recommend releases from custody.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Plans, organizes and supervises the work of court services interviewers; makes recommendations for hiring, transfer and termination of subordinate employees; assists with performance reviews and discipline, and provides or recommends training.
2. Provides input for budget development for supplies, equipment, staff and other resources; supervises or personally prepares financial data and reports necessary for the development and maintenance of the department annual budget.
3. Ensures accurate implementation of departmental and county policies and procedures as directed; maintains records and statistics; prepares reports as requested; supervises the preparation of, or personally prepares and maintains all employee time records and payroll information; completes special projects as assigned.
4. Conducts interview with individuals in the county jail and in the office who are allegedly involved in felony, misdemeanor or other potentially jailable crimes; advises clients of their possible release from jail; fills out financial eligibility forms and other required paperwork.
5. Collects biographical, employment, address, and family, financial and other information concerning the individual; accesses computer records to run warrant and criminal history checks; verifies information collected through families, employers and other agencies.
6. Provides guidance and emotional support to assist clientele and their families in understanding and overcoming their emotional, social and personal problems in dealing with arrest and procedures; answers questions and discuss problems related to the jail situation, other prisoners and/or other clientele; does crisis intervention with prisoners who are suicidal, extremely upset or having problems dealing with their current situation and refer to mental health professionals or appropriate resource.
7. Records required financial and legal information such as the interview location, the nature of the charges, the court in which the charges are filed, the cause numbers, the attorney appointed and fees paid; notifies courts of applicants' ineligibility or court appointed counsel or of hostile clients.
8. Acts as the liaison between the prisoner and the courts, attorneys, community alcohol services and designated mental health professionals, probation officers, the parole board, U. S. Embassies, and other components of the criminal justice system.

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STATEMENT OF ESSENTIAL JOB DUTIES (continued)

9. Creates in-custody calendar to ensure counsel representation for all clients; prepares felony Sunday Court jail calendar by interviewing inmates, completing and copying required paperwork for attorneys and judges use in court.
10. Researches for any pending court matters before inmates are transported to another facility and prepares a list of findings for Corrections.
11. Contracts work with the surrounding municipalities to do interviewing of clientele who are facing jail time; determines their eligibility; appoints attorneys; prepares billings for the agencies; maintains records and stats of these cases.
12. Assesses applicant's financial situation and determines their eligibility for court appointed counsel; grants or recommends the release of individuals from jail according to established guidelines; arranges appropriate counsel for eligible applicants; informs Public Defender Association, private attorneys and the courts of case appointments and transmits applicant's documentation as necessary.
13. Verifies information as requested by judges; releases clients from the jail according to established guidelines.
14. Monitors scheduled court appearances of released individuals and maintains knowledge of their whereabouts and maintains contact as necessary; notifies defendants of upcoming court dates submits progress reports to the prosecutor.
15. Compiles daily lists of inmates scheduled for court and makes necessary calls to the courts, attorneys and Department of Corrections.
16. Audits public defender billings to ensure they meet the required contract agreement.
17. Executes promissory notes with indigent individuals who are able to contribute to the costs of counsel, which includes data entry of promissory notes, processing of payments, preparing transmittals, generation of delinquent letters, referral of accounts to collection agencies, settle payment disputes, and reconcile accounts.
18. Serves as liaison with the county departments and outside agencies as assigned; attends meetings and reports back information which impacts court operations.

STATEMENT OF OTHER JOB DUTIES

19. Assumes the duties of the Attorney Administrator in his/her absence as required.
20. Analyzes information concerning clients to determine which outside programs will assist him/her to overcome their problems.

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STATEMENT OF OTHER JOB DUTIES (continued)

21. Explains local court procedures to clients, unrepresented civil litigants and the general public; provides routine basic information and legal and social referral services to clients and the general public.
22. Performs related duties as required.

MINIMUM QUALIFICATIONS

An Associates degree in social or behavioral science; PLUS, one (1) year of experience in interviewing; AND, prior experience working in the criminal justice system; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

SPECIAL REQUIREMENTS

Candidates for employment must successfully pass a criminal history background investigation, a polygraph examination and a psychological examination.

Employee must successfully become certified in criminal history checks (CAD/RMS) within six (6) months of start of employment.

A valid Washington State driver's license, unrestricted except as to vision, required prior to employment.

KNOWLEDGE AND ABILITIES

Knowledge of:

- individual and group behavior;
- mental attitudes, common needs and assets of socially, culturally and economically disadvantaged persons;
- interviewing techniques;
- routine office practices and procedures;
- payroll practices and procedures;
- collection procedures and techniques;
- judicial and criminal justice system;
- functions and resources of Seattle-Everett area social and health services agencies;
- supervisory methods and techniques.

Ability to:

- respond effectively in crisis and emergency situations;

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KNOWLEDGE AND ABILITIES (continued)

- establish and maintain effective working relationships with criminal justice system officials, community organizations and agencies, other county employees and the public;
- maintain detailed records and prepare clear, concise written reports;
- exercise initiative and judgment and make decisions within the scope of assigned authority;
- read, interpret and apply work-related laws, rules and other regulations;
- interview and effectively communicate with people of all ages and from a variety of cultural, economic and ethnic background;
- interview clients effectively in the fact of hostility and dispute;
- communicate effectively both orally and in writing;
- accurately process data and maintain records;
- read interpret and apply work-related laws, rules and regulations;
- analyze and evaluate data;
- analyze and resolve work related problems.

SUPERVISION

The employee receives general direction from an administrative superior as assigned.

WORKING CONDITIONS

The work is performed in the usual office environment and a maximum security jail. May be required to work weekends and holidays.

Class Established: August 2003
EEO Category: 26
Pay Grade: 238

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