

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **COURTHOUSE FACILITATOR**

Spec No. 6044

### **BASIC FUNCTION**

To assist self-represented litigants with access to Superior Court, generally limited to family law and guardianship matters.

### **STATEMENT OF ESSENTIAL JOB DUTIES**

1. Assists self-represented litigants in Superior Court matters with selection and completion of forms that have been approved by the court, clerk's office, or the Administrative Office of the Courts.
2. Explains basic court procedures and logistics, including requirements for service, filing, scheduling hearings and complying with local procedures, generally limited to family law and guardianship matters.
3. Reviews completed forms to determine whether forms have been completely filled out but not as to substantive content with respect to the parties' legal rights and obligations. Attends hearings to assist the Court with pro se matters.
4. Uses a personal computer and appropriate software to prepare child support worksheets, and inform litigants of the existence of deviations from approved child support schedules.
5. Processes requests for interpreter appointments according to internal policy; works with management to meet the needs of service users with disabilities.
6. Maintains referral lists of legal and other community resources and makes referrals to these resources as appropriate.

### **STATEMENT OF OTHER JOB DUTIES**

7. Distributes informational brochures and instructional materials on family law and guardianship matters.
8. Collects and maintains data on services provided and prepares required reports and other documents as needed.
9. Assists in preparation and development of forms and maintenance of extensive forms files and court document packets as provided by the Administrative Office of the Courts.
10. Serves as liaison with governmental and private agencies as directed by division manager.
11. Performs related duties as required.

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **COURTHOUSE FACILITATOR**

Spec No. 6044

### **MINIMUM QUALIFICATIONS**

A paralegal certificate/degree and two (2) years of experience in a court or legal setting; OR, any equivalent combination of training and/or experience which provides the required knowledge and abilities. Must pass job related tests.

### **PREFERRED QUALIFICATIONS**

Prior paralegal and/or court experience in family law and guardianship is preferred.

### **KNOWLEDGE AND ABILITIES**

Knowledge of:

- Washington state laws and mandatory forms relating to Title 26 cases and proceedings and Title 11 as it pertains to guardianship matters
- basic administrative organizational methods
- Superior Court rules, procedures, laws and regulation
- legal terminology, documents and basic document processing procedures
- functions and resources of Snohomish County social service agencies
- general office procedures and operation

Ability to:

- work independently in a high-pressure environment, making consequential work decisions in accordance with laws, regulations, court rules and procedures
- effectively interview service users and assess their situations and needs
- communicate and work effectively with persons of diverse ages and social, economic, cultural and educational backgrounds
- establish and maintain effective working relationships with superiors, peers, associates, subordinates and the general public
- communicate clearly both orally and in writing
- maintain necessary records and prepare clear, concise written reports
- make public presentations related to the program
- acquire knowledge of specialized procedures and subject matters encountered in work assignments

### **SUPERVISION**

Employee receives limited supervision from the division manager. Objectives, priorities and deadlines are established jointly with manager, Chief Deputy and County Clerk. Employee plans and carries out successive steps and resolves problems in accordance with instructions, policies and accepted practices. The work is reviewed through meetings, periodic reports, and by evaluation of results obtained.

# SNOHOMISH COUNTY JOB DESCRIPTION

## COURTHOUSE FACILITATOR

Spec No. 6044

### WORKING CONDITIONS

The work is performed in the usual office environment and in the courtroom.

Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: December 1993  
Revised: May 2001, December 2016  
EEO Category: 5 – Paraprofessional  
Pay Grade: 236 – Classified Pay Plan  
Workers Comp: 5306 Non-Hazardous