

SNOHOMISH COUNTY JOB DESCRIPTION

CRIMINAL JUSTICE SERVICES MANAGER

Spec No. 5071

BASIC FUNCTION

To plan, administer, coordinate and manage the criminal records functions of the Snohomish County Prosecuting Attorney's Office; to develop and implement office-wide goals, objectives, policies and procedures; and to be the liaison to all law enforcement agencies within Snohomish County, as well as the point of contact for other local, state and federal criminal justice entities.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Supervises the operations of the Criminal Records Unit; advise, assist and evaluates subordinates as necessary; provides training to employees; participates in the selection, hiring, promotion, discipline and termination of subordinate employees; verifies timesheets, maintains vacation, sick leave, overtime and comp time records.
2. Implements approved Prosecuting Attorney Office's goals, policy statements, operating plans, methods and procedures for improvement; prepares resource requests; management reports and conduct staff meetings; participates in the development of the annual budget request and assists in the administration of the approved budget.
3. Supervises monitors and reviews the security and integrity of all criminal records and file flow management; including the intake, retrieval, retention, and destruction of criminal records in accordance with state archival schedules and state retention guidelines. Provides quality control for all criminal referrals from law enforcement with the authority to reject any that are not in compliance with office standards.
4. Identifies and has the authority to make any necessary purchases of supplies and equipment for the Criminal Records Unit and arranges appropriate maintenance services for the repair of facilities and equipment.
5. Maintains necessary records, including personnel; compiles statistical data and prepares required personnel reports as assigned. Develops, implements, interprets and administers personnel guidelines and policies; monitors compliance with office personnel guidelines, policies, labor agreements, county policy and state and federal law, monitors and reviews the maintenance of personnel, leave requests and other human resource matters.
6. Serves in a leadership position to all Snohomish County law enforcement agencies and serves as the point of contact for other local, state and federal criminal justice entities. Responds, as the subject matter expert, to unique or technically difficult issues and assists with the development of Snohomish County law enforcement agencies' enterprise-wide systems and procedures.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

7. Oversees the providing of technical legal information to the public; personally answers unique questions that subordinates cannot answer, receives and resolves complaints and problems from the public.
8. Manages Criminal Records Unit support staff functions and procedures for compliance with relevant laws and regulations; develops and implements procedural and policy changes to increase the efficiency of the office; monitors existing procedures in response to law and regulation changes and takes action to correct any deficiencies.
9. Mentors Deputy Prosecuting Attorneys in administrative and business processes, practices and procedures.
10. Develops state and federal grants and reports; utilizing statistical data. Maintains and accesses Departmental data through ad hoc criminal reports; as well as creates ad hoc reports, as needed. Supervises the adherence to daily deadlines, as well as provides timely statistical data internally and externally adhering to weekly, monthly, quarterly and annual time-lines.
11. Develops and manages the implementation of new business models and practices in the Prosecuting Attorney's Office and sets long-term goals.
12. Represents the Prosecuting Attorney's Office in a leadership role on all appropriate committees or meetings with internal and external agencies and departments, i.e. Tulalip and Stillaguamish Tribes, Target Zero Task Force and local school districts.
13. Leads in the development, acquisition, and installation of improved automated processing systems and procedures in the division and supervises the ongoing development, changes and installation of case management and other systems. Including, providing a vision for the office in furthering automation within the office on appropriate projects; such as the creation of SharePoint sites and the writing of request for proposals on projects such as a new case management system.
14. Trains Legal Assistants, Legal Specialists and Paralegal to write procedures, to interpret court rules and state statutes, to delegate, and to evaluate and analyze work performance.
15. Responsible for the safety preservation, and restoration of all criminal cases and records; which includes participation in the continuity of operational planning (COOP) to address emergency evacuations or exposure to toxins through the handling of mail or case related evidence.

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MINIMUM QUALIFICATIONS

A Bachelor's degree; OR, five (5) years experience in records management or in a criminal justice setting; AND two (2) years lead or supervisory experience is also required; Supervisory or Lead experience may be concurrent with work experience, OR, any equivalent combination of training and/or experience that provides for the required knowledge and abilities. Must pass all job related tests.

SPECIAL REQUIREMENTS

Successfully pass a background investigation.

A valid Washington State Driver's License is required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- federal, state and local government laws and regulations governing the creation, retention, storage, disposition, confidentiality, disclosure and protection of criminal records
- theories, principles and practices for effective management and supervision
- federal, state and local personnel/employment law practices and regulations
- federal, state and local court rules and procedures
- operation of the criminal justice system and functions
- county and department policies
- operations and case flow management of law enforcement agencies
- analytical, interpretive and organizational abilities
- principles of professional archival practice, records, information and file management
- computers and computer programs
- legal writing techniques
- legal research methods and sources
- proper English, spelling, grammar, punctuation and word usage

Ability to:

- plan, organize and manage the operations of the criminal records unit
- read, interpret and apply laws, rules, codes and procedures
- effectively manage, train, coordinate and evaluate the work of subordinate employees
- establish and maintain effective working relationships with managers, peers, subordinate employees, law enforcement agencies and the general public
- exercise independent and appropriate decision making skills
- speak publicly and prepare presentations, effective publications and training materials
- analyze and develop supervisory systems, unit operations, policies and procedures
- maintain detailed records and prepare clear, concise written reports
- maintain all ethical and professional standards of the Office and County
- observe strict confidentiality regarding all information obtained in course of employment

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KNOWLEDGE AND ABILITIES (Continued)

- maintain productivity and effectiveness with scarce resources
- work as an effective member of the department team
- balance conflicting demands and priorities
- respond to and resolve unpredictable situations
- ensure the security of agency records in storage and prevent loss, destruction, unauthorized release, or misplacement
- deal with the public in a tactful and courteous manner

PHYSICAL REQUIREMENTS

Will be required to carry objects weighing up to fifty (50) pounds and be able to utilize hand-trucks and moving dollies for items weighing greater than fifty (50) pounds. Knowledgeable of universal precautions concerning blood-borne pathogens

SUPERVISION

This employee receives administrative direction from and reports to the Criminal Law Office Manager. Position is reviewed through observation, conferences and written evaluations.

WORKING CONDITIONS

The work is performed in the usual office environment with meetings/trips to law enforcement agencies throughout the county. The employee will be required to work evenings and weekends.

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: March 2007 as Criminal Records Management Supervisor

Revised and Retitled: January 2012

EEO Category: 2 - Professionals

Pay Grade: 109 - Management Exempt Pay Plan

Workers Comp: 5306 Non-Hazardous