

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **DRUG COURT SPECIALIST**

Spec No. 6364

### **BASIC FUNCTION**

To provide technical and specialized functional support for the Snohomish County Superior Court drug courts including analytical, administrative and technical tasks and functions in order to assist and support drug court administration, operations and programs.

### **STATEMENT OF ESSENTIAL DUTIES**

1. Analyzes, researches and resolves inquiries, problems and complaints pertaining to Superior Court operations; by researching applicable laws, rules and codes as they relate to court policies, procedures and operations.
2. Develops methods of data collection and statistical analysis for the court; tracks, collects and compiles data; runs ad hoc queries in data applications; prepares statistical and information reports for the courts, funding sources and others as requested.
3. Assists with grant application process including develops and maintains computerized reporting and tracking systems for grant applications and awards, and assists in research projects as assigned.
4. Maintains data control groups for all drug treatment courts including criminal history reviews to assess recidivism rates.
5. Ensures that all GAIN assessments and other GAIN data requirements have been met.
6. Enters drug court data into CPRA system, ensuring accuracy and adhering to all applicable federal grant requirements.
7. Monitors grant requirements to ensure compliance with applicable grant, federal and state regulations.
8. Tracks and collects program participant's progress for data compilation and reporting requirements.
9. Provides technical assistance and procedural information to the public, attorneys, jurors, (pro se) litigants, court and county staff, and other justice system personnel and agencies.
10. Prepares letters, memos, spreadsheets, charts and other documents for the courts as requested.
11. Plans, organizes, coordinates and executes special projects as assigned.

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### STATEMENT OF OTHER JOB DUTIES

1. Provide backup and peak load coverage for co-workers as needed.

### MINIMUM QUALIFICATIONS

An AA degree in the legal field; and, five (5) years experience in the legal field; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. BA degree preferred. Must pass job related tests.

### SPECIAL REQUIREMENTS

A valid Washington State Driver's License may be required for employment.

### KNOWLEDGE AND ABILITIES

Knowledge of:

- courts and legal systems
- standard office practices and procedures
- general legal terminology in managing legal documents and processes
- public disclosure laws, rules and regulations
- rules of civil and criminal procedure and legal research resources
- data collection and retrieval systems
- proper English, spelling, grammar, punctuation and word usage

Ability to:

- accurately and timely manage a high volume of work
- exercise sound judgment
- work independently with little guidance
- set priorities
- organize work which is detailed, varied and complex
- operate computer, software systems (proficiency with MS Word, MS Outlook calendaring, e-mail, internet and Access and other data management systems including DCCM, GAIN AB and GPRA)
- operate standard office equipment
- accurately prepare and process legal documents
- critically analyze and solve work related problems
- establish and maintain effective work relationships with superiors, peers, associates, subordinates and the general public
- understand and execute complex oral and written instructions
- communicate effectively both orally and in writing

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### KNOWLEDGE AND ABILITIES (Continued)

- maintain necessary records and databases
- prepare detailed reports to comply with federal, state and grant reporting requirements
- work independently and under pressure, meet deadlines and cope with interruptions
- deal equitably, tactfully and courteously with court personnel and the general public
- maintain all ethical and professional standards of the Court and County
- observe strict confidentiality regarding all information obtained in course of employment
- produce work product that meets professional standards of quality, neatness, accuracy, and promptness

### SUPERVISION

The employee receives limited supervision from an administrative superior as assigned.

### WORKING CONDITIONS

The work is performed in the usual office environment and may require travel between Denney Juvenile Justice Center and the Courthouse. Positions in this class typically focus on a computer screen for up to six (6) hours daily and occasionally deals with distraught and difficult individuals.

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: May 2011  
EEO Category: 6 - Administrative Support  
Pay Grade: 313 - Clerical Pay Plan  
Workers Comp: 5306 Non-Hazardous