

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **FAMILY SUPPORT ADMINISTRATOR**

Spec No. 1047

### **BASIC FUNCTION**

To plan, organize and manage the operations of the Family Support Unit of the Prosecutor's Office and provides and directs legal assistant support for all attorneys.

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

1. Plans, organizes and manages the administrative, operational, para-legal and other non-attorney support functions of the unit in a manner responsive to the policies and procedures of the county, the prosecutor's office and the legal responsibilities of the unit.
2. Researches, monitors and assures functions are in compliance with appropriate legal court rules and state and federal agency regulations.
3. Develops the state and county budget requests on behalf of the County Prosecutor and administers the approved budgets.
4. Provides on-going liaison with the prosecutor's administration and the office of support enforcement as directed by the Chief Deputy Administrator or the Family Support Assistant Chief Deputy Attorney.
5. Supervises and/or directs the supervision of all non-attorney staff in compliance with applicable negotiated labor agreements, county personnel policies and procedures, and prosecutor's office policies and procedures.
6. Assists the Chief Deputy Administrator or the Family Support Assistant Chief Deputy Attorney in negotiating Family Support related contracts, leases and interagency agreements and in recommending the same to county officials for approval.
7. Coordinates the planning, acquisition utilization and maintenance of space, equipment and supplies.
8. Directs, monitors and reviews the non-attorney staff vacation, sick, overtime, comp time and payroll records.
9. Interviews and recommends hire, discipline and/or termination of non-attorney staff.
10. Develops and directs the use of protocols and procedures for legal assistant activities and provides primary legal assistant support and other support coordination for heavy and/or complex litigation.
11. Directs, supervises and provides systems administration backup for the systems administrator.

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### STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

12. Performs legal research, maintains and updates law library, researches and writes reports and recommendations related to legal and/or administrative issues; drafts legal documents for attorneys.
13. Represents Unit at public, departmental, county and interagency meetings as assigned by the Chief Deputy Administrator or the Family Support Assistant Chief Deputy Attorney.

### STATEMENT OF OTHER JOB DUTIES

14. Performs related duties as required.

### MINIMUM QUALIFICATIONS

An AA Legal Assistant degree from an accredited educational institution; AND, one (1) year of successful experience as a full-charge litigation Para-legal; AND, two (2) years of legal office personnel supervision experience; AND, two (2) years of successful managerial experience; AND, two (2) years of progressively increased responsibility within a IV-D implementation office (e.g., Prosecutor's Family Support Unit, AG's Office or Office of Support Enforcement); OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. A working knowledge of local court rules, familiarity with automated legal case management efficiencies and/or the SEMS program 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:

- theory, principles and practices of effective office management
- federal, state and local laws, rules and regulations related to child support enforcement
- principles and practices of personnel management
- budget management and accounting principles

Ability to:

- clearly and effectively communicate both orally and in writing

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### KNOWLEDGE AND ABILITIES (Continued)

- develop short and long range goals, objectives, plans and budgets for administrative, Para-legal, clerical and other resources in support of litigation and implementation of IV-D requirements
- analyze and develop management systems and unit operations policies and procedures for support staff
- establish and maintain effective relationships with work related personnel and the public
- research, analyze and clearly report both verbally and in writing, legal issues
- anticipate and respond effectively to attorney support needs

### SUPERVISION

The employee receives administrative direction from and reports to the Chief Deputy Administrator or the Family Support Assistant Chief Deputy Attorney. The work is performed with considerable independence in the management of the non-legal specific operations and supervising support staff.

### WORKING CONDITIONS

The work is performed in the usual office environment and requires the ability to adjust the work schedule, if needed, to meet legal timelines.

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 1990  
Previous Spec No. 210066  
Revised: July 2000  
EEO Category: 1 – Officials and Administrators  
Pay Grade: 109 – Management Exempt  
Workers Comp: 5306 Non-Hazardous