

SNOHOMISH COUNTY JOB DESCRIPTION
FAMILY SUPPORT DIVISION COORDINATOR

Spec No. 6353

BASIC FUNCTION

To plan, organize, supervise, direct and manage the office operations of the Family Support Division of the Snohomish County Prosecuting Attorney's Office. The Family Support Division Coordinator supervises support staff in conjunction with the lead attorneys of the Division and the Chief Family Support Deputy. The position is responsible for the quantity and quality of work performed by subordinate legal support staff.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Supports the Chief Family Support Deputy and lead attorneys with the administrative, operational, paralegal 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 Division.
2. Plans, organizes, coordinates and supervises the work of paralegals, legal assistants, and other subordinate staff; serves as liaison for support staff with Division attorneys to assure priority work of the office is performed in a timely and accurate manner.
3. Develops, implements and monitors office procedures office procedures to ensure adherence to relevant federal, state and local court rules, correct pleading forms, correct citation forms, and correct legal formatting.
4. Conducts recruiting, testing and interviewing of all non-attorney staff. Makes recommendations to the Chief Family Support Deputy for the hire, discipline, transfer and termination of employees; assists with non-attorney staff training and performance evaluations.
5. Responsible for orienting and training new employees on office applications.
6. Serves as confidential and legal assistant to the Chief Family Support Deputy; prepares and maintains paperwork concerning confidential personnel matters relating to employees within the Division.
7. Responsible for coordinating and tracking all attorney and non-attorney staff vacation, sick, overtime, comp time and payroll records.
8. Provides input to the Chief Family Support Deputy regarding supplies, equipment, staff and other resources for development of state and county budget requests; assists with monitoring the Division's budget allocations and revenues; reviews and processes invoices for payment.
9. Assists the Chief Family Support Deputy in negotiating Family Support-related contracts, leases and interagency agreements, and in recommending the same to county officials for approval.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

10. Coordinates the planning, acquisition, utilization and maintenance of space, equipment and supplies.
11. Performs a variety of paralegal and legal assistant responsibilities as requested, such as case management, investigation, legal writing, interviewing, and/or performs any of the tasks normally assigned to other staff within the Family Support Division.
12. Provides systems administration backup for the Division's Legal Assistant/Systems Coordinator.
13. Represents the Chief Family Support Deputy at public, departmental, county and interagency meetings as assigned by the Chief Family Support Deputy, and as liaison with the Prosecuting Attorney's Administration Division as requested.
14. Responsible for maintaining, compiling, and analyzing Family Support Division records/statistics for preparation of reports as requested by the Chief Family Support Deputy, including the Annual Report.
15. Undertakes special projects as requested by the Chief Family Support Deputy or Prosecuting Attorney which may require planning, development, organizational and problem-solving skills.

STATEMENT OF OTHER JOB DUTIES

16. Completes special projects as assigned.
17. Performs related duties as required.

MINIMUM QUALIFICATIONS

An AA Legal Assistant degree from an accredited educational institution; five (5) years experience as a legal assistant preferred, including three (3) years in a progressively responsible lead position, with 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.

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KNOWLEDGE AND ABILITIES

Knowledge of:

- principles and practices of effective office and resource management
- principles and practices of personnel management and related personnel/employment laws and regulations
- federal, state and local laws, rules and regulations related to child support enforcement
- proper English, spelling, grammar, punctuation and word usage
- bookkeeping, budget and/or financial record keeping methods and/or procedures, basic computer literacy involving personal computer systems and associated software, peripherals

Ability to:

- effectively supervise, train and evaluate the work of subordinate legal office employees
- establish and maintain an effective work relationship with attorneys, clients, peers, subordinates and the general public
- maintain necessary records and prepare required reports
- communicate effectively both orally and in writing
- make appropriate decisions under pressure; meet deadlines and cope with interruptions
- research, analyze and clearly report both verbally and in writing, legal issues
- maintain exemplary work habits and professional representation
- work independently within broad parameters
- maintain all ethical and professional standards of the Office
- observe strict confidentiality regarding all information obtained in the course of employment
- produce a work product that meets professional standards of quality, neatness, accuracy, and promptness
- interact with distraught or difficult individuals
- demonstrate proficiency in typing and word processing

SUPERVISION

The employee reports to the Chief Family Support Deputy and is evaluated through conferences, periodic reviews, and written evaluations.

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.

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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 2007
EEO Category: 5 – Paraprofessional
Pay Grade: 239 – Classified Pay Plan
Workers Comp: 5306 Non-Hazardous