

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **JUDICIAL OPERATIONS COORDINATOR**

Spec No. 6087

### **BASIC FUNCTION**

To assist the Assistant Superior Court Administrator in the managing of the operations of the Superior Court and to provide secretarial duties for all court judges and commissioners.

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

1. Advises and assists subordinate level employees as necessary and provides for their training.
2. Assists in developing in-house procedures and implementing procedural changes required by changes in law or court policy.
3. Arranges for and coordinates judge trades with other counties as required or requested by other counties; arranges for protem judges and protem commissioners.
4. Sets, continues and reschedules trial dates; schedules special or extended hearings before judges; arranges for courtroom coverage, reporting and clerking coverage.
5. Composes and formats letters, memos, decisions and forms utilizing computers or typewriter; types court decisions and orders; types correspondence for judges and commissioners.
6. Assumes the duties of Assistant Court Administrator as required or needed.

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

7. Performs all the duties of subordinate level employees; assists with jury orientation, attendance, assignment and deferrals.

### **MINIMUM QUALIFICATIONS**

Paralegal or five (5) years experience in Superior Court system; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

### **KNOWLEDGE AND ABILITIES**

Knowledge of:

- Washington Court Rules, local court rules, court procedures and policies;
- filing court documents and correspondence;
- concept of the law, courts, attorneys and law offices;
- preparation and typing of court documents.

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#### KNOWLEDGE AND ABILITIES (continued)

Ability to:

- serve as liaison with outside agencies and other county departments;
- attend meetings and report information impacting the court;
- prioritize duties in the absence of court staff;
- work under pressure and meet deadlines;
- respond to difficult work related problems or questions, exercising good judgment;
- communicate effectively both orally and in writing;
- establish and maintain rapport with judges, staff, attorneys, and the general public;
- maintain detailed records and prepared clear, concise written reports;
- provide back-up to all position of superior court operations;
- cover for trial calendar control, jury management, secretarial to judges, and general public relations.

#### SUPERVISION

Employee receives general supervision from the Assistant Superior Court Administrator or other administrative superior as assigned.

#### WORKING CONDITIONS

The work is performed in the usual office environment.

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: August 1992 Spec No. 720705

EEO Category: 6 – Administrative Support

Pay Grade: 311 – Clerical Pay Plan

Workers Comp: 5306 Non-Hazardous