

SNOHOMISH COUNTY JOB DESCRIPTION

JUVENILE COURT COORDINATOR

Spec No. 5052

BASIC FUNCTION

To provide support and coordination of the dependency and offender calendars for Juvenile Court Services, and courtroom support to the judges and commissioners.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Works with Assistant Attorneys General, independent counsel, agency staff, judges, and others in coordinating the movement of cases on the dependency calendar.
2. Assists in coordinating the Preliminary and Permanency Planning calendars in the Dependency Court-Room.
3. Assists parents who are appearing without counsel for the Shelter Care hearing calendar.
4. Facilitates coordination and prioritization of unscheduled hearings on the offender/dependency calendars. Assure that legal files for add-on cases are available for the judge.
5. In consultation with the sitting judge, organizes and facilitates hearing participants on the offender calendars (verify who is ready, assign order of cases to be heard, etc.).
6. Facilitates the "Ire-assignment" of cases among court-rooms.
7. Coordinates the movement of youth from detention to the court room based on the order in which cases are heard.
8. Assures distribution of the appropriate number of copies of the court order on the offender calendar.
9. Responds to routine procedural questions from parties, defendants, witnesses, attorneys, outside agencies, and others on issues which may exceed factual matters of scheduling or case status.
10. Assists litigants and attorneys by providing information and forms to comply with court orders.
11. Coordinates security response to courtrooms, and court related areas for high profile or notorious cases.
12. Acts as liaison between judges, court staff, and the public.
13. Serves on various committees as directed by supervisor, including procedural design teams.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

14. Administers DNA and Urinalysis testing at the direction of the court.

15. Performs related duties as required.

MINIMUM QUALIFICATIONS

A high school diploma; AND five (5) years of experience in criminal court procedures, or any equivalent combination of education, and experience sufficient to successfully perform the essential duties of the job. Must have demonstrated experience and skills in computer software applications, including word processing, and database management. Must be able to deal with a variety of day to day demands, and a diverse population. Must have exceptional communication skills, interpersonal skills as applied to interaction with judges, supervisor, co-workers, other various agency staff, and the general public. Must pass job related tests.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Juvenile Court practices and procedures
- legal terminology
- current office-automation tools

Ability to:

- relate to and communicate with persons of diverse ages, social, economic, cultural, and educational backgrounds
- establish and maintain a rapport and effective working relationship with all judges, commissioners, attorneys, social workers, co-workers, and clients in a supportive way
- respond effectively in crisis and emergency situations
- express ideas and recommendations clearly and effectively
- work independently, and under pressure
- follow oral and written instructions
- maintain any detailed records required by the court
- exercise initiative and judgment and make decisions within the scope of assigned authority
- accurate keyboard skills

SUPERVISION

The employee reports to a Juvenile Probation Counselor Supervisor, but also takes direction from a Superior Court Judge. Work is performed with considerable independence, and is reviewed for quality, accuracy, adequacy of professional judgment, and compliance with established goals and policies.

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WORKING CONDITIONS

Work is performed in the usual office environment, and within a courtroom setting.

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: July 1998

EEO Category: 5 – Paraprofessionals

Pay Grade: 235 – Classified Pay Plan

Workers Comp: 5306 Non-hazardous