

SNOHOMISH COUNTY JOB DESCRIPTION

JUDICIAL COORDINATOR

Spec No. 6293

BASIC FUNCTION

Supports the Superior Court by performing a variety of analytical, administrative and technical tasks and functions, which assist and support court administration and operations.

STATEMENT OF ESSENTIAL JOB DUTIES

1. 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.
2. Coordinates various Superior Court processes including jury management, mandatory arbitration, interpreter services, Guardian Ad Litem registry and court support operations; evaluates and prepares legal documents and correspondence; assigns and records trial dates and provides notice to all parties; monitors and tracks case progress and status; conducts mandatory Judicial Information Searches; organizes and manages the overall jury process and conducts jury orientation for Superior and Everett Municipal Court.
3. Maintains communication and acts as a liaison between Superior Court, law enforcement and criminal justice agencies, the county clerk, litigants, attorneys and the public regarding court cases, policies and procedures.
4. Analyzes, researches and resolves inquiries, problems and complaints pertaining to Superior Court operations; as well as apply laws, rules and codes as they relate to court policies, procedures and operations.
5. Develops methods of data collection and statistical analysis for the court; collects and compiles data; maintains computerized reporting and tracking systems for jury, mandatory arbitration and interpreter; retrieves data to monitor compliance with laws, rules policies and procedures; prepares periodic statistical and informational reports.
6. Designs, modifies and implements court policies, procedures and systems to comply with changing laws, rules and regulations.
7. Plans, organizes, coordinates and executes special projects as assigned.

STATEMENT OF OTHER JOB DUTIES

8. Provide backup and peak load coverage for co-workers as needed.
9. Performs other duties as assigned.

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MINIMUM QUALIFICATIONS

Associate's 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. Must pass job related tests.

PREFERRED QUALIFICATIONS

Bachelor's degree preferred.

KNOWLEDGE AND ABILITIES

Knowledge of:

- courts and legal systems
- standard office practices and procedures
- general legal terminology for criminal and civil litigation in managing legal documents and processes
- public disclosure laws, rules and regulations
- rules of civil and criminal procedure and legal research resources
- 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 and related databases
- use Microsoft Office suite
- 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
- maintain respect and courtesy in all interactions
- understand and execute complex oral and written instructions
- communicate effectively both orally and in writing
- customer service skills to work with a diverse clientele, including english as a second language (ESL) clients
- maintain necessary records, databases and prepare required reports
- work independently and under pressure, meet deadlines and cope with interruptions

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KNOWLEDGE AND ABILITIES (Continued)

- deal equitably, tactfully and courteously with attorneys, judges, court commissioners, jurors, litigants, law enforcement, other government agencies 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 four (4) hours daily and frequently deals with distraught 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: April 2000

Revised: September 2010, August 2013, January 2017

EEO Category: 5 - ParaProfessional

Pay Grade: 313 – Clerical Pay Plan

Workers Comp: 5306 Non-Hazardous