

SNOHOMISH COUNTY JOB DESCRIPTION

LEGAL COORDINATOR

Spec No. 5059

BASIC FUNCTION

Supports the Office of Public Defense to perform a variety of analytical functions and administrative tasks, which assist in the administration of Snohomish County's indigent defense program.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Conducts financial screening interviews, following federal poverty guidelines and collects other necessary information related to indigent defense services for individuals in the county jail and office; performs verification of information provided by clients, as needed.
2. Appoints qualified counsel for eligible applicants; assesses potential legal conflicts of interest; informs contracted attorneys of appointments and transmits documentation, as necessary.
3. Interviews clientele in both criminal and civil proceedings as required by contracts with surrounding municipalities; determining eligibility, appointing counsel as required, and maintaining records and data related to these cases.
4. Reviews and oversees assignment of counsel for both adult and juvenile representation in dependency and termination proceedings, appointing counsel as required; maintaining records and data related to the cases.
5. Maintains and processes all records and communications related to expert and investigator services; maintains and processes expert service requests and invoices for payment.
6. Monitors scheduled court appearances of released individuals, contacts individuals regarding scheduled court dates, and ensures appointment of counsel, as necessary.
7. Executes promissory notes with indigent individuals who are able to contribute to the costs of counsel; which includes data entry of promissory notes, processing of payments, and preparing transmittals.
8. Acts as a liaison between defendant, courts, and other components of the criminal justice system.
9. Creates in-custody calendar to ensure counsel representation for all clients; processes required paperwork for attorneys and judges use in court.
10. Maintains detailed information and related statistical data for all case assignments; assists in maintaining and monitoring County's compliance with indigent defense standards through accurate record keeping.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

11. Prepares and processes documentation related to accounts payable and payroll, as needed. Performs data entry related to accounts payable and payroll; assists with resolution of any payment discrepancies and disputes, and confers with vendors as necessary.
12. Prepares financial data necessary for the maintenance of the department's budget.

STATEMENT OF OTHER JOB DUTIES

13. Serves as the County liaison for public disclosure requirements; attends necessary trainings, and communicates information, as needed, to ensure compliance with public disclosure requests.
14. Works on special projects as requested by the Attorney Administrator and Operations manager.
15. Performs related duties as required.

MINIMUM QUALIFICATIONS

Associate's degree in a related field, completion of accredited legal assistant program, or Criminal Justice Program Certificate; AND two (2) years of experience working in a criminal justice field; OR, any equivalent combination of training and/or experience which provides the required knowledge and abilities. Must pass job related tests.

KNOWLEDGE AND ABILITIES

Knowledge of:

- interview techniques
- legal terminology
- legal research methods and sources
- legal writing techniques
- courtroom procedures
- computer hardware/software applications
- basic office practices and procedures
- federal, state, and local court rules and procedures
- criminal law office procedures
- judicial and criminal justice system
- routine office practices and procedures
- federal poverty guidelines

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KNOWLEDGE AND ABILITIES (Continued)

Ability to:

- exercise sound judgment
- effectively interview clients
- establish and maintain effective and professional work relationships with superiors, peers, associates, other agencies and the general public
- deal with distraught or difficult individuals
- follow precise instructions
- relate to and communicate with persons of diverse social, economic, cultural and educational backgrounds
- analyze and evaluate data
- communicate effectively both orally and in writing
- work independently with minimal supervision
- organize and prioritize work which is detailed, varied and complex
- conduct research
- maintain necessary records and prepare required documents
- learn new procedures and skills
- identify procedural problems and develop solutions
- interpret administrative directives and use initiative and sound judgment in applying same to work situations
- follow rules of grammar, spelling, punctuation and word usage
- basic math skills

SUPERVISION

The employee receives general direction from an administrative superior as assigned.

WORKING CONDITIONS

The work is performed in the usual office environment and a maximum security jail. Potential exposure to communicable diseases and constant exposure to high noise levels in jail setting. May work holidays and weekends.

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 2003
Revised: January 2016, September 2017
EEO Category: 6 – Administrative Support
Pay Grade: 237 – Classified Pay Plan
Workers Comp: 5306 Non-Hazardous