

SNOHOMISH COUNTY JOB DESCRIPTION

LEGAL PROCESS RECORDS COORDINATOR – JUVENILE COURT

Spec No. 6372

BASIC FUNCTION

To perform a variety of complex duties to facilitate the maintenance, retrieval and archiving of Juvenile Court records in order to ensure compliance with WA State and local records management requirements.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Researches and identifies probation records for sealing at the request of court orders, prosecutor deferred orders and the public.
2. Seals, according to established process, identified records in the state's Judicial Information System (JIS) database, Juvenile and Corrections System (JCS) databases, and department's social file. If a detention file exists, instruct that department to seal the file by providing court order and case number.
3. Researches and responds to criminal history background checks and inquiries including: diversion cases for sealing, police agencies for sealing, gun permits, other criminal justice agencies and other courts. Provide case information and answer process/procedure questions.
4. Destroys diversion records as mandated by state statute on a quarterly basis. Destruction process entails checking the state JCS database system to determine each case's eligibility for destruction, notifying specific public agencies (police, clerk, detention, prosecutor) of cases that will be destroyed, destroys the case utilizing established protocol in the JCS and JIS databases, and arranges for destruction with County Records Management department.
5. Researches new case filings to determine case assignment and either locates a historical file or creates a new social file.
6. Reviews and prepares files on new police referrals by researching referral for multiple respondents, age limitations, charges, and classification of charges. Enters referrals into the state systems including all applicable information, prepares case files for court sessions; pulls all related files; prepares and types documents as necessary. Sorts new cases by transferring to either diversion or the prosecutor's office as appropriate.
7. Quality assurance of the JIS and JCS systems on an ongoing basis to insure errors are corrected, information is updated, repeat information is synthesized, and aka names are identified.
8. Provides customer service for all record requests or record processing information from the public, law and/or governmental agencies, other counties and other courts. Customer service is provided both via phone and in-person requests.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

9. Archives files on a timely basis according to county policy and state statute, and protocols. Archiving involves research, data entry, preparation of transmittal forms and following the county's process. Reviews and approves files eligible for destruction on an annual basis.
10. Conducts research as needed to close cases that should be closed, and status of probable cause records.
11. Liaison with Administrative Office of the Courts (AOC) including acting as one of the on-site coordinators to manage password resets, password creation, and system assistance.

STATEMENT OF OTHER JOB DUTIES

12. May perform all the duties of the Legal Process Assistant II.
13. Relieves in applicable areas of the juvenile court as assigned.

MINIMUM QUALIFICATIONS

Two (2) years court legal processing experience focusing on criminal justice matters; plus a minimum of six (6) months of legal records processing; OR, any equivalent combination of training and/or experience that provides the required knowledge or abilities. Juvenile Information System experience desired. Must pass job related tests.

KNOWLEDGE AND ABILITIES

Knowledge of:

- standard office practices, procedures and machines
- database systems
- principles of records management including knowledge of state laws and regulations
- basic arithmetic

Ability to:

- enter information into a computer system
- read and interpret court orders and RCWs related to state records
- assist the public in determining what their needs are
- communicate effectively with people regardless of age, sex or social, economic or cultural background including persons with social or behavioral problems, and communicate with litigants in both supportive and confrontive modes
- obtain information from defendants in the face of hostility and dispute
- maintain records and prepare related forms, documents, statements and reports

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KNOWLEDGE AND ABILITIES (Continued)

- work with minimum supervision
- follow oral and written instructions
- operate standard office equipment including telephones, computers, fax machines, copy machine, and file label printer terminals
- meet deadlines and cope with interruptions
- make arithmetic calculations
- learn and be able to clearly explain applicable laws and ordinances, procedures and practices
- exercise good judgment under stressful circumstances

SUPERVISION

Employees receive general supervision from a supervisor, an administrative superior or a lead as assigned. The employee carries out recurring assignments on his/her own initiative and receives additional specific instructions for new or unusual assignments. Work may be spot-checked to ensure timely completion and accuracy.

WORKING CONDITIONS

The work is performed in the usual office environment. The employee must be able to both perform physical tasks including lifting boxes of records, and supplies weighing up to fifty (50) pounds, and to sit for long periods of time.

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 2013
EEO Category: 6 – Administrative Support
Pay Grade: 310 - Clerical Pay Plan
Workers Comp: 5306 Non-Hazardous