



# EMPLOYMENT OPPORTUNITY

- This recruitment is available only to Thurston County employees and individuals on the recall/rehire list.
- This recruitment is open to the public.

<b>POSITION TITLE:</b>	Superior Court Coordinator	<b>DEPARTMENT:</b>	Superior Court
<b>CLOSING DATE:</b>	June 14, 2013, 5 p.m.	<b>POSITION #:</b>	0329-06-R-00157
<b>SALARY RANGE:</b>	\$3,721 - \$4,949 / month	<b>FTE:</b>	1.0
<b>EMPLOYMENT TYPE:</b>	Regular Full-Time	<b>ELIGIBLE FOR BENEFITS:</b>	YES
<b>CONTACT PERSON:</b>	Marti Maxwell, Superior Court Administrator	<b>PHONE #:</b>	(360) 786-5559
<b>UNION:</b>	NO		

## **SUMMARY OF DUTIES:**

**The closing date for this employment opportunity has been extended from June 7, 2013 to June 14, 2013.**

Coordinates, plans, and manages complex and varied database applications and programs for the calendaring and case-flow functions for particular case types. Analyzes and tracks program services and develops and implements policy and procedures approved by the Court related to program, case-flow management, oversight of the program, contracts and other responsibilities identified by the Judges. Develops, tracks, and maintains research statistical information. Develops case screening criteria and case management objectives; develops and implements case planning conferences. Conducts studies and evaluates procedures and activities within the scope of assigned functional areas. Prepares database system reports involving access to multiple applications as necessary. Evaluates Court procedures, case management policies and rules. Writes and presents proposed changes and obtains input from affected agencies. Serves as the primary liaison for counsel and parties regarding various legal matters associated with the program. Assists pro se parties when needed and within legal limits. Independently reviews, analyzes, prioritizes, and responds to requests for Court assistance. Reviews incoming case material for potential conflict of interest, ex parte communications and other confidential matters. Prepares correspondence and schedules court hearings as appropriate. Drafts court documents as required. Monitors compliance with case processing standards. Assigns cases after consultation with judicial officers. Provides support to specialty court judicial officers. Prepares and manages case processing documents. Conducts database queries as requested by judicial officers for miscellaneous research and to identify cases involving domestic violence to allow appropriate safety measures. Participates in special projects and facilitates cross-departmental and interagency collaboration. Monitors current trends and practices applicable to the area of assignment through continuing education (seminars, meetings and classes) and reading applicable laws and journals. Performs ongoing public relations work; prepares and presents educational seminars; trains volunteers. Develops program literature such as programs, pamphlets, manuals, forms, handbooks and procedures. Provides support and backup for other court staff. Performs other duties as assigned.

## **QUALIFICATIONS:**

Bachelor's degree in social work, business or public administration, or a closely related field and six years of progressively responsible clerical/secretarial experience, four years of which must have been in a legal or court environment. Must have two years of experience managing a major project, demonstrating the ability to work independently and make responsible decisions; and a background in legal terminology, trial calendar terminology and judicial procedures. Must have demonstrated experience in modern office methods and procedures. Additional relevant experience can substitute for up to two years of education. Must be proficient in contract management practices. Ability to communicate effectively both orally and in writing with superiors, subordinates, other organizations, attorneys and the general public and to work effectively as a team member or leader with independent committees, commissions, firms and agencies. Ability to establish and maintain effective working relationships with officials, employers and the general public. Must be able to successfully utilize a personal computer and related software packages to perform word processing, analysis, information retrieval and tracking. Working knowledge with multiple court-related databases is preferred. Current Washington State Driver's License or have requested and obtained an appropriate accommodation.

## **SELECTION PROCESS:**

To be considered for this position, please submit the following:

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| <input checked="" type="checkbox"/> Application                     | <input checked="" type="checkbox"/> Letter of Interest |
| <input checked="" type="checkbox"/> Supplemental Questionnaires (2) | <input checked="" type="checkbox"/> Resume             |
| <input type="checkbox"/> Disclosure Form                            |  |

Submit application package to: Thurston County Information Desk, 2000 Lakeridge Dr. SW, Olympia, WA 98502. Application package must be received by 5 p.m. on the closing date listed above. Postmarks will not be accepted. Electronically submitted application packages will not be accepted.

## **APPLICATION INSTRUCTIONS:**

A separate application must be fully completed for EACH POSITION for which you are applying. Resumes may be used to supplement an application, but may not be used in lieu of completing the application form. Copies of applications will be accepted only with an original signature. If a supplemental questionnaire is required, it must be submitted with your Thurston County application by the closing date. Applications are available online at [www.co.thurston.wa.us](http://www.co.thurston.wa.us). Applicants selected for interviews and/or testing will normally be called or otherwise notified within two weeks following the closing date on the employment bulletin. If you do not receive notification during this time period, you should assume you were not selected to be interviewed and will not be considered further for this position. Due to the large number of applicants for most positions, unsuccessful applicants are generally not notified.



# EMPLOYMENT OPPORTUNITY

## SUPERIOR COURT OF WASHINGTON FOR THURSTON COUNTY

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### SUPERIOR COURT COORDINATOR

#### SUPPLEMENTAL QUESTIONNAIRE NUMBER 1

Please note that there are no set guidelines for the length of your response but please do not exceed a **maximum of five pages**. There is no right or wrong answer. This information will be used by the Thurston County Superior Court to better assess your overall suitability and match for the position of Family Court Facilitator, and will be combined with other information such as career history and accomplishments.

1. Share your experience with working at the direction of a judge as well as collaboratively across organizations while helping to improve program outcomes, when you have no direct authority. What were some of the challenges and how did you overcome them?
2. Describe your experience providing program support or leadership. What were the program's goals and outcomes, along with challenges and successes?
3. Tell us about your experience working in a fast paced, high volume and emotionally charged environment(s). What techniques have you developed to de-escalate and resolve volatile situations?
4. Describe in detail your experience working with families involved in dependency actions and/or families involved with state agencies dealing with dependency filings.
5. Please tell us about your experience with chemical dependency related matters and your experience with therapeutic court programs.



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## Supplemental Questionnaire Number 2

### Criminal History

The questions below are intended to assist the Court in assessing overall suitability for employment. An arrest, charge or conviction of either a misdemeanor or a felony is not a bar to employment.

Have you ever been held, arrested, charged or convicted by federal, state, or other law enforcement authorities for violation of any federal law, state law, county or municipal law, regulation or ordinance?

If you answered yes, please provide details. (Do not include traffic violations for which a fine of a \$150.00 or less was imposed.)

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Have you been the subject to a court restraining order, including but not limited to a domestic violence order for protection, unlawful harassment protection order, criminal no contact order or other no contact orders? Have you been subject to a child support collection action?

If you answered yes to either question please provide the details: \_\_\_\_\_

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