



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.

POSITION TITLE:	Superior Court Coordinator – Treatment Court	DEPARTMENT:	Superior Court
CLOSING DATE:	January 9, 5 p.m.	POSITION #:	06-R-00157
SALARY RANGE:	\$3,721 - \$4,949 / month	FTE:	1.0
EMPLOYMENT TYPE:	Regular Full-Time	ELIGIBLE FOR BENEFITS:	YES
CONTACT PERSON:	Brooke Marshall, Superior Court Administrator	PHONE #:	(360) 786-5559
UNION:	NO		

SUMMARY OF DUTIES:

This position is responsible for developing and managing a court specific program. Responsibilities include performing moderately complex, analytical research work and program development and management duties. The Superior Court Treatment Court Coordinator oversees the daily operations and convenes and chairs all policy development and team meetings for Thurston County Family Recovery Court and Juvenile Drug Court. Oversees the eligibility screening process, all record keeping, statistical reporting, program material development, operational program development, grant writing and grant management in coordination with court administration. In cooperation with social workers, oversees case coordination of all Family Recovery Court participants, and may assist in gathering and distributing weekly progress information to all Family Recovery Court team members. Participates in regular operational and planning meetings for Family Recovery Court and Juvenile Drug Court and directs the planning and organization of events, meetings and trainings; performs case flow coordination; coordinates community relations and presentations; directs quality assurance of programs; coordinates services; and assists outside evaluator with data collection. Responsible for generating Quarterly Reports as required by the Thurston County Treatment Sales Tax Program. Participates in special projects and facilitates cross-departmental and interagency collaboration. Develops case screening criteria and case management objectives; and develops and implements case planning conferences. Evaluates procedures and activities within the scope of assigned functional areas regularly assessing the program and implementing improvement plans. Monitors current trends and practices applicable to the area of assignment through continuing education and reading applicable laws and journals. Performs ongoing public relations work; prepares, presents educational seminars; trains volunteers; manages interns. 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. Or, a combination of experience and education that provides the applicant with the desired knowledge, skills and abilities required to perform the essential functions of the position.

Six years of progressively responsible clerical/secretarial experience, four years of which must have been in a legal or court environment. Two years of experience managing a major project, demonstrating the ability to work independently and make responsible decisions.

Current Washington State Driver's License or have requested and obtained an appropriate accommodation.

DESIRED SKILLS:

Background in contract management, legal terminology, trial calendar terminology and judicial procedures.

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.

OTHER POSITION RELATED INFORMATION:

To be considered for this position, please apply at [TC Human Resources](#).

Please note: The classification for this position is currently under review. Effective January 1, 2015 the salary range for this position will increase 2%.

This position is:

- NOT represented by a union
- Eligible for benefits
- Classified as eligible for overtime under the Fair Labor Standards Act (FLSA)

Items required for consideration:

- Application
- Letter of Interest
- Resume