



**PIERCE COUNTY**  
invites applications for the position of:

## **Court Case Coordinator**

**SALARY:** \$34.09 - \$43.35 Hourly

**OPENING DATE:** 07/10/19

**CLOSING DATE:** Continuous

**DESCRIPTION:**

**This position is open until filled with a first consideration date of July 31, 2019.  
This recruitment may be used to fill future vacancies.**

The mission of Pierce County District Court, as an independent and impartial branch of government, is to promote respect for law, society and individual rights; provide open, accessible and effective forums for dispute resolution; resolve legal matters in a just, efficient and timely manner and assure the dignified and fair treatment of all parties. Pierce County District Court is a court of limited jurisdiction hearing the following cases:

- Traffic and non-traffic infractions
- Criminal and criminal-traffic misdemeanors and gross misdemeanors
- Civil matters for damages for injury to individuals or personal property and contract disputes no greater than \$100,000
- Small claims for recovery of money not to exceed \$5,000
- Name changes
- Antiharassment protection orders
- Stalking protection orders

**POSITION SUMMARY:**

Pierce County District Court is seeking applicants for a Court Case Coordinator opening. The Court Case Coordinator is responsible for case management and tracking activities that provide assistance to the Drug, Veterans, Mental Health, or other Treatment Court teams. Responsibilities involve extensive planning, organizing, coordinating, and monitoring activities in accordance with policies and procedures, judicial standards, Washington Statutes, as well as the Ten Key Components for Treatment Courts. The Court Case Coordinator is also responsible for completing work products including data collection and word processing. Decisions are made in response to changing conditions and often require discretion and conceptual analysis of data and situations and may frequently require approval of a manager, court administrator, or judge before implementation.

**Essential Functions:**

- Research other court models and assist with development and implementation of new programs.
- Research and recommend procedural requirements on a wide variety of issues which involve the specific court division and coordinate the implementation of recommended policy changes and requirements upon approval of the Court Judicial Team.
- Research the benefits of proposed changes to current policies.
- Monitor and provide suggestions to revise the court operating system (LINX).
- Assist in developing protocols and local rules.
- Monitor contract delivery of services.
- Act as primary liaison for the court program.
- Monitor similar court programs to improve program efficiency and cost effectiveness.
- Participate in special projects and facilitate cross-departmental and inter-agency collaboration.
- Coordinate with the calendar coordinator for status on pending cases.
- Consults with the Bar on case flow management issues.
- Manage and ensures timely case flow.
- Maintain and monitor statistics, outcomes and performance measures as set forth by the court depending upon the specific case coordinator.

- Ensure all parties, including the public, receive rules, policies, procedures and any pertinent information regarding their case.
- Prepare and brief the Presiding Judge on the daily calendars prior to session; assist in prioritizing and assigning cases to other departments.

This announcement is not intended to reflect all duties to be performed by our next team member, but shall present a descriptive list of the range of duties that may be performed. To view the complete classification, click [here](#).

## **QUALIFICATIONS:**

### **Minimum Qualifications:**

- Bachelor degree in a behavioral science or a related field PLUS
- Two years of experience in an administrative position requiring systems analysis and/or court operations
- Additional education or experience may substitute equally for the position requirements
- Positions in specific court divisions may require program-related experience, education and/or training

### **Preferred Qualifications:**

- Master's degree
- Coursework in basic statistics and research methods

### **Special Requirements and/or Qualifications:**

- Must possess a valid Washington State Driver's license, or the ability to obtain the license within 30 days of employment, or otherwise meet the travel requirements of the position
- Successful completion of all required background investigations is required prior to employment

## **SUPPLEMENTAL INFORMATION:**

### **To be considered for this opportunity please:**

- Submit a Letter of Interest, Resume, and Professional References and
- Complete and submit an online Pierce County Employment Application, Resume, and Cover Letter by selecting "APPLY" above or go to: [www.piercecountywa.org/jobs](http://www.piercecountywa.org/jobs).
- If you do not have internet access, you may visit your local public library or any WorkSource location and use their computers.
- Individuals needing accommodation in the application, testing process or need this job announcement in an alternative format may call Human Resources at (253) 798-7480, at least two days prior to the need.

This is a competitive selection process. Your application form will be reviewed and evaluated for the quality and quantity of education/experience in the areas listed. Applicants whose qualifications most closely correspond to the County's needs will be eligible for further consideration. Notification of application status normally occurs 4 to 6 weeks after the closing date. Short notice may be given to applicants to participate in further selection processes which may include written, oral and performance examinations, and final interviews.

As an Equal Employment Opportunity Employer, Pierce County welcomes a diverse workforce. Pierce County does not discriminate based on race, creed, religion, color, national origin, sex, sexual orientation, marital status, age, disability, veteran status, the presence of any sensory, mental, or physical disability, or the use of a trained guide dog or service animal by a disabled person.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.piercecountywa.org/jobs>

Position #19-00178  
COURT CASE COORDINATOR  
LD

Pierce County Human Resources  
950 Fawcett Avenue, Suite 200  
Tacoma, WA 98402  
(253) 798-7480  
For Sheriff's Department positions: 253-798-6250

[pchumanresources@co.pierce.wa.us](mailto:pchumanresources@co.pierce.wa.us)

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### **Court Case Coordinator Supplemental Questionnaire**

- \* 1. Please select your highest level of education.
  - ☐ High School Diploma/GED
  - ☐ Some college, no degree
  - ☐ Associate's Degree in an unrelated field
  - ☐ Associate's Degree in Behavioral Science or related field
  - ☐ Bachelor's Degree in an unrelated field
  - ☐ Bachelor's Degree in Behavioral Science or related field
  - ☐ Master's Degree in unrelated field
  - ☐ Master's Degree in Behavioral Science or related field
- \* 2. Select your years of experience in an administrative position requiring systems analysis and/or court operations.
  - ☐ Less than 2 years
  - ☐ 2 years to less than 4 years
  - ☐ 4 years to less than 6 years
  - ☐ 6 years to less than 8 years
  - ☐ 8 years to less than 10 years
  - ☐ 10 years or more
- \* 3. Please describe your experience with program coordination with multiple disciplines, multiple agencies and departments. Include specific examples of how you have facilitated team building, problem-solved disagreements and built partnerships.
- \* 4. This Court Case Coordinator position is assigned to work for the Pierce County District Court Therapeutic (Veterans Treatment Court/Drug Court) Program. Please describe your experience with therapeutic Courts and your understanding of the Drug Court Key Components.
- \* 5. You will be responsible for keeping the judge of the therapeutic court advised on the status of the program and ensuring program policies and procedures are followed. Please describe your experience with these types of duties.
- \* 6. You will be responsible for developing and implementing new policies/procedures for the therapeutic courts. Please explain how you would go about developing new policies/procedures and any experience you have in this role.
- \* 7. Please describe your experience developing/monitoring program performance measures and reporting program statistics and outcomes.
- \* 8. Please describe your experience using Microsoft Excel, pivot tables, charts and graphs.

- \* 9. Did you attach your letter of interest, resume, and list of professional references to your employment application? In order to be considered, you must attach these documents.

☐ Yes

☐ No

\* Required Question