



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

## **Superior Court Criminal Case Coordinator**

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**SALARY:** \$4,421.00 - \$5,880.00 Monthly

**OPENING DATE:** 03/18/22

**CLOSING DATE:** Continuous

### **SUMMARY OF DUTIES:**

**Please note - Based on the Washington State Supreme Court Order 25700-B-669 and policy adopted by the Superior Court Board of Judges on September 7, 2021, this position will be required to be fully vaccinated as a condition of employment. For more information, please contact the recruitment contact listed below.**

This employment opportunity will remain open until filled. The Thurston County Superior Court reserves the right to close the recruitment at any time. To ensure consideration for this position, please submit your application as soon as possible. The first review of applicants will begin on March 31, 2022.

***NOTE: The minimum qualifications were updated on July 27, 2022 to allow experience to substitute for education on a year-for-year basis.***

**This is a regular fulltime project position with an end date of December 31, 2023.**

As a **Superior Court Criminal Case Coordinator**, you are responsible for developing and managing Superior Court's criminal case flow and related programing, specifically addressing the scheduling, review, and administration of cases impacted by the recent Washington State Supreme Court Blake decision. Responsibilities include performing moderately complex, analytical research work and program development. The Superior Court Criminal Case Coordinator oversees the daily operations of Superior Court's criminal calendars; assists the Court with improving organization of court hearings, assists the judicial officers with management of the calendars; develops policies including new protocols, collaborates with community partners, and helps to arrange training for court staff.

The incumbent must be able to coordinate and complete a variety of complex, confidential administrative and technical tasks with minimal supervision. Implements and manages complex case tracking programs, develops policies and procedures, and ensures that the court has meaningful data to assess whether the system is operating effectively. Works with judicial

officers and stakeholders to ensure that each scheduled hearing occurs at a time and in a manner that promotes case disposition or monitors case flow management. Knowledge of the recent passage of legislation and Supreme Court regarding Blake decision is helpful.

Other responsibilities may include, but would not be limited to the following:

- 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.

*The Superior Court Board of Judges recognizes that telework can improve job satisfaction and efficiencies for some Court positions. This position is available for a hybrid telework schedule, as agreed to by management.*

## **QUALIFICATIONS:**

- Bachelor's degree in social work, business or public administration, or a closely related field. *Additional experience may be substituted for education on a year for year basis.*
- 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.
- 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.
- Incumbent will be required to pass a background check.

## DESIRED SKILLS:

### Knowledge of:

Organization and operation of the Washington State Court System; procedures and practices within courts of general jurisdiction; techniques of effective program management; analysis of problem-solving techniques; communication skills and methods; legal terminology and phraseology; legal references and their use; office practices and procedures; techniques of correspondence and report writing; community resources; word processing techniques; and correct spelling, punctuation and grammar.

### Ability to:

Work independently with minimal instruction; maintain confidentiality; understand and follow written and oral instructions; speak and write effectively; prepare reports and correspondence independently; plan and coordinate numerous program activities and special projects; learn, apply and interpret policies and procedures; use good judgment in evaluating situations and making decisions; work well with others; maintain effective public relations; and obtain cooperation of other individuals.

## OTHER POSITION RELATED INFORMATION:

### **Questions about this position?**

The contact person for this recruitment is **Tonya Moore, Superior Court Operations Manager.**  
**360. 754.4405**

### This position is:

- NOT represented by a Union
- Eligible for benefits
- Eligible for overtime under the Fair Labor Standards Act (FLSA)
- Contingent upon passing a background check

### Items required for consideration:

- Application
- Letter of Interest
- Resume
- Applicant Disclosure Form - Supplemental Questions (Pursuant to RCW Section 43.43.830)

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APPLICATIONS MAY BE FILED ONLINE AT:<https://www.governmentjobs.com/careers/thurstonwa>

Position #06R01566

SUPERIOR COURT CRIMINAL CASE

COORDINATOR

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Thurston County

2000 Lakeridge Drive SW

Olympia, WA 98502

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## **Superior Court Criminal Case Coordinator Supplemental Questionnaire**

\* 1. Have you ever been convicted of a crime?

☐ Yes   ☐ No

\* 2. Have you ever had findings made against you in any civil adjudicative (judicial or administrative) proceeding? A "civil adjudication proceeding" is a judicial or administrative adjudicative proceeding that results in a finding of, or upholds an agency finding of, domestic violence, abuse, sexual abuse, neglect, abandonment, violation of a professional licensing standard regarding a child or vulnerable adult, or exploitation or financial exploitation of a child or vulnerable adult under any provision of law, including but not limited to chapter 13.34, 26.44, 74.34 RCW, or rules adopted under chapters 18.51 and 74.42 RCW. "Civil adjudication proceeding" also includes judicial or administrative findings that become final due to the failure of the alleged perpetrator to timely exercise a legal right to administratively challenge such findings.

☐ Yes   ☐ No

\* 3. Have you had both a conviction and finding made against you in any civil adjudicative proceeding?

☐ Yes   ☐ No

\* 4. Do you have any civil adjudicative proceedings or criminal charges pending?

☐ Yes   ☐ No

\* 5. If you answered YES to any of the questions above, please explain below. If you answered NO to ALL questions above, please type N/A.

\* 6. By responding to this disclosure form, applicants understand that an inquiry may be made to the Washington State Patrol or other law enforcement agencies under the Child and Adult Abuse Information Act to determine whether the applicant has any history relating to crimes against another person or child abuse. I certify under penalty of perjury under the laws of the State of Washington that the foregoing responses are true and correct.

☐ Yes   ☐ No

\* Required Question