



## Thurston County Superior Court Coordinator - Domestic Violence

<b>SALARY</b>	\$4,759.00 - \$6,330.00 Monthly	<b>LOCATION</b>	Olympia, WA
<b>JOB TYPE</b>	Regular Full-Time Employee	<b>JOB NUMBER</b>	06R01201
<b>DEPARTMENT</b>	Superior Court	<b>OPENING DATE</b>	01/19/2024
<b>CLOSING DATE</b>	Continuous	<b>FLSA</b>	Non-Exempt
<b>BARGAINING UNIT</b>	N/A		

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### Summary of Duties

**\*\*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 01/26/2024\*\***

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 Domestic Violence Court Coordinator oversees the daily operations of the Compliance Calendar for the Civil Protection order cases; assists the court in policy development including new protocols, collaborates with community partners, streamlines processes, and helps to arrange training for court staff and the community on issues that relate to domestic violence.

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, prepares grant applications, develops policies and procedures, oversees and manages budget development and fiscal compliance and oversees all applicable contracts. Works within the community to build resources and educate individuals regarding the court and the specific program.

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

- 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.
- Performs ongoing public relations work; prepares and presents educational seminars; trains volunteers. Develops program literature such as programs, pamphlets, manuals, forms, handbooks and procedures.
- Responsible for generating Quarterly Reports as required by the Treatment Sales Tax.

## 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

## 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; techniques of correspondence and report writing; and community resources.

### 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; and obtain cooperation of other individuals.

## Other Position Related Information

### Questions about this Position?

The contact person for this recruitment is **Kristin Jensen, Superior Court Administrator, 360-786-5602**

### This position is:

- NOT Represented by a Union
- Eligible for benefits
- Eligible for overtime under the Fair Labor Standards Act (FLSA)

### Items required for consideration:

- Application
- Letter of Interest
- Resume
- Applicant Disclosure

## Benefits

Thurston County provides a comprehensive benefits package to all regular employees. The following is a brief summary of available benefits offered to county employees. Benefits are subject to change and may differ according to collective

bargaining agreements. Plan documents and eligibility requirements are provided upon hire. This information is subject to change at anytime.

#### Health Care Benefits:

Thurston County provides medical, dental, vision and life insurance coverage for all regular full-time employees enrolled in the County's standard plans. For regular part-time employees, who work less than 75% of an FTE, the county pays a pro-rated portion of the cost for medical, dental, vision and life insurance.

##### **Medical**

Thurston County provides medical benefits through the Washington State's Public Employees Benefits Board (PEBB). Plan availability is based on county of residence. Each year the County determines the standard and non-standard plans. For standard plans, the County pays the full employee premium.

##### **Dental**

Dental plans are provided through the Washington Counties Insurance Fund (WCIF). Employees have the opportunity to choose between two plans, Delta Dental, a preferred provider plan or Willamette Dental, an HMO plan.

##### **Vision**

Thurston County employees have Vision Service Plan coverage through the Washington Counties Insurance Fund (WCIF). Employees also have additional vision coverage through their medical plan.

##### **Life Insurance**

The County provides each regular, full-time employee with a basic, term life plan of \$36,000 life insurance and \$36,000 accidental death and dismemberment (AD&D) coverage. Additional voluntary, supplemental life insurance and AD&D insurance is available as a payroll deduction.

##### **Dependent Coverage**

Eligible dependents may be added to all coverage listed above. Depending upon the bargaining unit, the County pays up to a specific maximum amount toward dependent coverage with the employee paying any amount above the County maximum contribution.

#### Pension Plans:

##### **Retirement**

Eligible Thurston County employees participate in the Washington State Department of Retirement Systems' pension plans (PERS, PSERS, or LEOFF). With the exception of PERS plan 3, all of these plans are "defined benefit" plans with retirement benefits based on your average compensation and earned service credits. PERS Plan 3 is a hybrid plan incorporating both "defined benefit" and "defined contribution" elements. These plans are funded by both employer and employee contributions.

##### **Deferred Compensation**

The County offers three voluntary deferred compensation plans for employees who would like to set aside additional deferred tax dollars into a retirement savings plan. Deferred compensation plans are 457 plans as defined by IRS regulations.

#### Holiday and Leave Programs:

##### **Paid Leave**

Thurston County offers two leave plans, Alternative leave and Traditional leave. In the Alternative Leave program, leave is accrued per pay period and may be used for vacation and/or sick leave purposes. Employees in the Traditional Leave program accrue both sick leave and annual leave each pay period.

##### **Thurston County Observed Holidays**

Eleven paid [holidays](#) are observed by Thurston County. Depending on union contract, regular employees receive one floating holiday and one Community Service Day each calendar year, or two floating holidays each calendar year.

Other County Paid Benefits:

### **Long Term Disability (LTD)**

The county's long term disability plan provides a monthly benefit of 60% of your monthly base salary up to \$6,000 per month after a waiting period of 90 days of disability.

### **Employee Assistance Program (EAP)**

Employees and immediate family members are eligible to receive **confidential**, professional counseling assessment and referral services through First Choice Health. The employee assistance program can assist and respond to all kinds of requests for counseling assessment and life concerns, such as, relationship concerns, family problems, alcohol and drug abuse problems, financial crisis, identification theft, general stress, caregiver burnout, depression, etc. Services are available 24-hours per day, 7-days per week.

Additional Voluntary Benefits:

### **Flexible Spending Account (FSA)**

Employees can take advantage of Section 125 flexible spending accounts for out-of-pocket health care and daycare expenses. Section 125 FSAs allow you to pay for allowable health-related and/or dependent care expenses with pre-tax dollars.

### **Short Term Disability**

The County's short term disability plan is meant to assist with temporary periods of disability, as well as bridge the 90 day waiting period before the County's Long Term Disability begins. It provides a benefit of 60% of employees weekly base salary up to \$1,000 per week after a waiting period of 30 days.

### **Worksite Plans:**

- Accident Insurance is designed to help pay for costs not covered by employee health insurance when injured due to an accident.
- Hospital Indemnity will pay a lump sum if an employee is admitted to the hospital, and will pay a lump sum for each day your are inpatient, to a maximum of 15 days per year.
- Critical Illness will pay a lump sum if you are diagnosed with certain serious conditions. Cancer, heart attack, and stroke are a few of the listed conditions in this policy.

### **Electronic Payroll Savings with TreasuryDirect**

County employees can invest in TreasuryDirect electronic savings bonds (Series I and EE) by requesting a payroll deduction. Monthly deductions are forwarded to the Federal Reserve, which enables employees to buy and redeem electronic savings bonds directly from the United States Treasury Department.

### **Public Service Loan Forgiveness Program**

Thurston County is a qualified employer under the Public Service Loan Forgiveness Act. Employees may be eligible for federal student loan forgiveness.

### **Additional Benefits**

The County also offers direct deposit, credit union memberships, a Commute Trip Reduction Program, and other miscellaneous benefits.

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Please click [here](#) for more information or visit the Thurston County Benefits website: [Benefits 2023 Thurston County Employee Benefit Plans \(thurstoncountywa.gov\)](#)

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**Agency**

Thurston County

**Address**

Thurston County  
3000 Pacific Ave SE  
Olympia, Washington, 98501

**Website**

<https://www.governmentjobs.com/careers/thurstonwa>

## Superior Court Coordinator - Domestic Violence Supplemental Questionnaire

**\*QUESTION 1**

Have you ever been convicted of a crime?

- ☐ Yes  
☐ No

**\*QUESTION 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 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 or 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 failure of the alleged perpetrator to timely exercise a legal right to administratively challenge such findings.

- ☐ Yes  
☐ No

**\*QUESTION 3**

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

- ☐ Yes  
☐ No

**\*QUESTION 4**

Do you have any civil adjudicative proceedings or criminal charges pending?

- ☐ Yes  
☐ No

**\*QUESTION 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.

**\*QUESTION 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**