



JOIN OUR TEAM

COURT COORDINATOR

POSITION SUMMARY

Under the direction of the Presiding Judge and Court Administrator, the Court Coordinator is responsible for performing a wide variety of technical record-keeping and complex court and administrative duties in support of the Municipal Court, the Community Court and is the intermediate-level position in the Judicial Department. The position will serve as the primary contact for customers, treatment providers, and community organizations connected with the Community Court, and is responsible for the day-to-day operations of specialty court programs as well as monitoring the programs for compliance with local, state, and federal laws, rules, regulations and grant requirements.

QUALIFICATIONS

- High School Diploma or G.E.D.
- Associate's degree in criminal justice, paralegal, legal secretary, or other relevant degree or professional certifications.
- Three (3) years of court related experience working in a municipal, district, or other court/legal setting.

REQUIREMENTS

- Possession of a valid driver's license.
- Must successfully pass all phases of the pre-employment hiring process, including but not limited to, reference checks and a criminal background check.

Application Deadline: December 23, 2024

APPLY TODAY!

www.cityofbg.org/Human-Resources

The City of Battle Ground is an Equal Opportunity Employer. The City does not discriminate against any applicant or employee on the basis of protected class status. All applicants and employees will be recruited, selected, trained, promoted, compensated, without regard to race, color, religion, ethnicity, national origin, sex, age, marital status, pregnancy or maternity, sexual orientation or gender identity, veteran status, use of a guide or service animal, genetic information, the presence of any sensory, mental, or physical disability (unless based on a bona fide occupational qualification), or because the applicant/employee is a victim of domestic violence, sexual abuse, or stalking.

SCAN ME!



CITY OF BATTLE GROUND

Job Description

*Title: **Court Coordinator***

*Position Status: **Represented***

*Classification: **Non-Exempt***

*Reports to: **Court Administrator***

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Essential Duties and Responsibilities:

- Act as liaison to external agencies for the purpose of promoting and recruiting community court partnerships.
- As part of the team, provide case data and compliance information, offering insights and recommendations to encourage participant success.
- Conduct in-person or phone meetings with court participants and arrange appropriate meeting schedule, monitor compliance of treatment obligations with professional treatment providers.
- Assist and refer participants to appropriate agencies and services.
- Coordinate and monitor treatment referrals and monitor community agencies.
- Monitor offender compliance, reporting information, and criminal history.
- Performs Court Clerk responsibilities related to Community Court session and train back-up clerks in Community Court; begin and maintain Zoom; record and document proceedings; mark exhibits and make required docket entries; process all court-generated orders and continuance requests; process court orders; respond to questions in a courtroom environment; maintain recording equipment; and ensure all documents are signed and served on defendants in person.
- Collect and track Community Court data for analysis and reporting.
- Tracks items purchased for Community Court Program (i.e. books, incentives etc.).
- Arrange and schedule interpreters for hearings, meetings with attorneys, treatment agencies, and/or other community organizations.
- Send documents to the jail, records department, attorney's, defendant(s), victims, the public, community organizations, and other governmental agencies while adhering to strict legal deadlines.
- Schedule hearings with counsel and defendants and notify all related parties. Set cases within jurisdictional timeframes in accordance with the Washington State Court Rules for various types of hearings.
- Process bail postings and release from custody; follow timelines of bond forfeitures, surrenders, and exonerations.
- Order, email, print, and prepare courtroom calendars and case files for all court sessions; ensure appropriate documents are in files; forward future calendars via email to prosecutor, defense

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attorney(s), victim advocates, and court staff; and arrange transport of in custody defendants to court.

- Report offender non-compliance and participate in weekly team case management meetings.
- Clerical duties such as criminal history checks, calendaring court proceedings, assist with in-court clerk duties, prepare and send papers and letters to appropriate parties, creating case files, document management, answering phones, and other duties as assigned.
- Manage warrants and failure to appear (FTA) which includes, but is not limited to, ordering, issuing, recalling, adjudicating, processing, and reissuing.
- Serves as backup to the Court Clerks as needed.
- Serves as acting Court Administrator in their absence, as assigned.
- Process collections.
- Data entries into Judicial Information System; and review entries.
- Assist the Court Administrator with case flow management; research and organize data; develop special projects, reports and studies; analyze and organize information and reports related to administrative support activities. Make appropriate changes when needed.
- Ensure the timely and accurate administration of the Court services and functions relating to the operation of the Battle Ground Municipal Court. This includes, but is not limited to, collection, receipting, and financial recordkeeping of court fees and fines; accurate processing, tracking, and maintenance of court forms, records, and related documentation; scheduling and preparing for court to ensure effective and efficient case flow; and aiding the public, attorneys, and outside agencies as applicable.
- Process, reconcile, and deposit daily court receipts; research any discrepancies; make adjustments according to AOC guidelines; record daily deposit and remittance to the City finance department; and prepare required reports.
- Research, compile, prepare grant applications/funding requests and statistical information for the community court.
- Actively support the mission and goals of the Municipal Court.
- Timely and regular attendance.
- Maintain, disclose and destroy public records in accordance with the requirements of the WA Public Records Act and WA State Archives records retention guidelines.
- Follow/adhere to all city policies and procedures, and safety program regulations and requirements.
- Performs other duties and responsibilities as assigned.

Qualifications

Knowledge of:

- Principles of human behavior, psychology and addiction
- Criminal justice system, courtroom policies; procedures and practices
- Record keeping practices
- Laws, rules and regulations pertaining to the criminal justice system
- Using computers and applicable software programs, including Word, Excel and email
- Case management and coordination
- Researching, compiling and summarizing information, including statistical data
- Establishing and maintaining effective working relationship with internal and external stakeholders
- Efficient in all facets of basic clerical skills including but not limited to keyboarding, computer

familiarity and competence, filing, MS Office products, Zoom, PC, office equipment and multi-line phones.

- Washington State Judicial Information System (JIS)

Ability to:

- Effectively communicate with and work with people of diverse social, cultural, ethnic and lifestyle backgrounds.
- Anticipate problems and develop contingency plans.
- Remain flexible with changing priorities.
- Meet deadlines and respond to individuals in a timely manner.
- Solve challenging matters in a timely manner.
- Resolve and work through conflict with grace, dignity, tact, and respect.
- Prioritize work and meet deadlines, and manage multiple competing tasks, assignments, and handle frequent interruptions.
- Work collaboratively in a team environment.
- Work independently with minimal supervision.
- Maintain confidentiality with sensitive and confidential information.
- Deal with stressful situations and work with difficult clients, in a contentious environment.
- Diffuse irate and combative individuals.
- Perform the essential functions of the job, with or without reasonable accommodation.
- Establish and maintain effective working relationships among co-workers and other City personnel, contractors, and the general public.

Physical Demands and Work Environment

Onsite work is an essential part of the job. Work is performed primarily in an office or courtroom environment. While performing the duties of this job, the employee may be exposed to individuals who are irate, disgruntled, hostile, mentally ill and/or are under the influence of alcohol/drugs. Sitting or standing required for extended periods of time. May occasionally lift or move items weighing up to 25 pounds. Strong communication skills are needed for frequent person-to-person contacts, telephone and email usage. The nature of the work has frequent interruptions and contact with the public and staff.

Education and Experience:

Note: Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the job will be considered.

- High School Diploma or G.E.D.
- Associate's degree in criminal justice, paralegal, legal secretary, or other relevant degree or professional certifications.
- Three (3) years of court related experience working in a municipal, district, or other court/legal setting.

Licenses, Certificates and Other Requirements:

- Possession of a valid driver's license.
- Must successfully pass all phases of the pre-employment hiring process, including but not limited to, reference checks and a criminal background check.

Job descriptions are not intended, nor should they be construed to be, an exhaustive list of all responsibilities, tasks, skills, efforts, working conditions or similar behaviors, attributes or requirements associated with a job.