



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	DEPARTMENT:	Superior Court
CLOSING DATE:	March 21, 2016, 5:00 p.m.	POSITION #:	06-R-01201
SALARY RANGE:	\$3,796 - \$5,049 / month	FTE:	1.00
EMPLOYMENT TYPE:	Regular, Full-Time	ELIGIBLE FOR BENEFITS:	YES
CONTACT PERSON:	Pam Hartman-Beyer	PHONE #:	(360) 786-5559
UNION:	NO		

SUMMARY OF DUTIES:

This is a grant funded position that is responsible for developing and managing a court specific program. Responsibilities include performing moderately complex, analytical research and program development as well as management duties. The Superior Court Domestic Violence Case and Resource Coordinator oversees the daily operations of the Compliance Calendar for Civil protection order cases; assists the court in policy development including new protocols, collaborating with community partners, streamlining processes, and helping to arrange training for court staff and the community on issues that relate to domestic violence. Responsible for all record keeping, statistical reporting, program material development, operational program development, grant writing and grant management in coordination with court administration. Coordinates, improves and enhances our response to families victimized by domestic violence by participating in regular operational and planning meetings and directs the planning and organization of events, meetings and trainings; performs case flow coordination; coordinates community relations and presentations. Responsible for generating quarterly reports as required by the Grant. Participates in special projects and facilitates cross-departmental and interagency collaboration. 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 and presents educational seminars. Develops program literature such as programs, pamphlets, manuals, forms, handbooks and procedures. Provides support and backup for other court staff as allowed in the grant. Performs other duties as assigned, as allowed by the grant.

QUALIFICATIONS:

- Bachelor's degree in social work, mental health, 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.
- Four years of progressively responsible experience, two years of which must have been in a legal, court environment or criminal justice. At least one year of experience managing a major project, demonstrating the ability to work independently and make responsible decisions.
- 2-3 years' experience in crisis intervention, domestic violence or related human service field. Knowledge of and experience working with domestic violence, sexual assault and child abuse.
- Ability to interact with individuals from diverse backgrounds, i.e., ethnic origin, race, gender, class, affectional preference, and ability.
- Ability to set clear, professional boundaries and maintain confidentiality.
- Ability to be self-directed, yet work effectively as a team with staff and community resources.
- Ability to communicate effectively and be an effective organizer and coordinator of information.
- Good computer skills, with the ability to maintain accurate electronic records.
- Current Washington State Driver's License or have requested and obtained an appropriate accommodation

OTHER POSITION RELATED INFORMATION:

For a complete job description and the ability to apply please visit our employment website at [TC Human Resources](#).

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