



# 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.

<b>POSITION TITLE:</b> Superior Court Coordinator	<b>DEPARTMENT:</b> Superior Court
<b>CLOSING DATE:</b> February 19, 2018, 5:00 p.m.	<b>POSITION #:</b> 06R01201
<b>SALARY RANGE:</b> \$4,029 - \$5,359 / month	
<b>EMPLOYMENT TYPE:</b> Regular, Full-Time	<b>ELIGIBLE FOR BENEFITS:</b> YES
<b>CONTACT PERSON:</b> Pam Hartman-Beyer	<b>PHONE #:</b> (360) 786-5559
<b>UNION:</b> NO	

## SUMMARY OF DUTIES:

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.

**NOTE: Currently, this position is assigned 34-35 hours per week, with opportunity to develop and expand in to 40 hours per week.**

Please visit [www.co.thurston.wa.us/hr/employment.htm](http://www.co.thurston.wa.us/hr/employment.htm) to inquire and to review a **complete** job description, list of qualifications, how to apply for this position and full application requirements for this recruitment.

## QUALIFICATIONS:

- Bachelor's degree in social work, business or public administration, or a closely related field and 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. Additional relevant experience can substitute for up to two years of education.
- 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.

## OTHER POSITION RELATED INFORMATION:

### **This position is:**

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

### **Items required for consideration:**

- Application
- Letter of Interest
- Resume