

## CITY OF BELLINGHAM

### JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Legal Process Supervisor</b>	<b>UNION:231</b>
<b>CLASS TITLE:</b>	<b>Division Supervisor</b>	<b>SG:8</b>
<b>DEPARTMENT:</b>	<b>Municipal Court</b>	<b>CS:N</b>
		<b>FLSA:N</b>
		<b>EEO4CODE:PR</b>

#### **NATURE OF WORK:**

Provides supervision of court staff and trains and assigns work to designated courtroom staff. Performs analysis of legislation changes that impact criminal court operations. Develops and implements procedural changes. Assists Judicial Services Director in division budget development and monitoring court caseload. Manages Municipal Court calendars and judicial assignments. Implements, coordinates, and monitors probation caseload. Ensures compliance with Washington State and local court rules. Responsible for court and probation management functions of the Municipal Court. Errors in court process or procedure may impact case disposition and involve substantial liability and judicial consequences.

#### **SUPERVISORY RELATIONSHIPS:**

Reports to the Judicial Services Director. Works under applicable City, State, and Municipal Court codes, regulations, policies, procedures, and guidelines. Supervises courtroom support staff and advises staff on technical court procedure issues.

#### **ESSENTIAL FUNCTIONS:**

1. Develops Court calendar and master facility schedule. Schedules all hearings, pre-trial motions, bench and jury trials. Analyzes schedule for recommended modifications and resolves conflicts with the attorneys, law enforcement, judges, and courtroom staff. Oversees arrangements for juries. Schedules pro-tempore judges as needed.
2. Assures compliance with court orders. Monitors probation caseload. Processes commitments, releases, and referrals. Corresponds with community agencies regarding probationers. Provides analysis and assists Judge and Judicial Services Director in development of appropriate programs and services.
3. Coordinates day-to-day Municipal Court trial/hearing operations, making appropriate decisions for all activities. Responsible for certification of all court tape recordings and case files. Releases judicial orders, including arrest warrants, and notifies law enforcement agencies of arrest or order status.
4. Supervises preparation of court files and determines appropriate distribution for copies. Acts as liaison to prosecution and defense attorneys, law enforcement officers and witnesses.
5. Ensures the accuracy of protocols for entering case dispositions and convictions into the information systems as a permanent record. Verifies the Court's compliance with system rules established by the Bellingham Police Records division, Washington State Patrol, and the Federal Bureau of Investigation for criminal case histories.
6. Instructs staff in following appropriate court processes and provides guidance to Legal Process Assistants and Court Accounting Clerks regarding technical procedures, re-scheduling, troubleshooting or problem solving activities.

7. Prepares case file for appeal to Superior Court. Assists defendant in preparing appeal documents and monitors all appeal cases.
8. Serves as a court resource for technical expertise regarding the legal process. Analyzes legislation for impact on court operations and implements changes as necessary.
9. Manages and conducts daily evaluation of court caseload. Ensures accuracy and legal compliance of case disposition and convictions. Prepares monthly caseload statistical reports for the State of Washington.
10. Responsible for all official court documents. Ensures records are complete and accurate and certifies release and distribution.
11. Acts in responsible charge of all court administrative functions during the Judicial Services Director's absence.

**ADDITIONAL WORK PERFORMED:**

1. Performs Court clerk relief duties as needed. Enters and balances courtroom or other monetary transactions on a daily basis and verifies Court clerk balancing and receipting of court monies as needed.
2. Performs other duties within the scope of this classification as assigned.

**KNOWLEDGE AND SKILLS:**

Knowledge:

- Thorough knowledge of all phases of the judicial system and probation rules, policies, practices, and procedures.
- Comprehensive current knowledge of all case activities associated with the adjudication process.

Skills:

- Strong skills in the State of Washington Judicial Information Systems (JIS) computer software, or equivalent.
- Strong oral communication skills to speak in public and to interact effectively, both in person and by telephone, with diverse individuals including employees, other City departments, and citizens who are angry or under stress.
- Knowledge of standard English usage, spelling, punctuation, grammar, formatting, and good proofreading skills.

Ability to:

- Ability to effectively coordinate court calendars in a timely manner.
- Ability to articulate Municipal Court procedures to interested parties or the public in person or by telephone. Ability to maintain a problem solving approach while dealing interpersonal conflict or hostility.
- Ability to independently apply problem solving and decision making skills; planning and organizing; interpersonal sensitivity; adaptability; stress tolerance; and time management.
- Ability to keep current with changes in municipal court procedures and to assist in the effective implementation of new rules and practices.
- Ability to analyze and respond to changes for legal compliance and procedural development.
- Willingness and ability to maintain the confidentiality of sensitive information accessed through working with court records.
- Ability to supervise staff.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.

- Ability to maintain consistent and punctual attendance.
- Physical ability to perform the essential functions of the job, including:
  - Frequently operate a computer and read a computer screen or typewritten page;
  - Frequently communicate verbally;
  - Move between work sites;
  - Occasional lifting of boxes or equipment weighing up to 40 lbs.

**WORKING ENVIRONMENT:**

Work is primarily performed in a Municipal Court and in a congested and fast-paced office environment. Possibility of exposure to hostile, offensive language and the risk of physical harm associated with the emotional climate of court proceedings.

**EXPERIENCE AND TRAINING REQUIREMENTS:**

- Three years of progressively responsible experience required in a municipal court environment, including knowledge of court operations, statutes, rules, customer service, and probation compliance. College-level education in criminal justice, sociology, psychology or business administration may be substituted in lieu of experience.
- One year of supervisory experience required. An additional two years of court experience may be considered as a substitute for supervisory experience.

**NECESSARY SPECIAL REQUIREMENT:**

- Due to access to privileged information contained in Court files, candidates must pass a Police Department criminal convictions records check including fingerprinting prior to hire. Must sign a confidentiality agreement with the State of Washington for access to databases.

**PREPARED BY:** C. Johnson  
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3/93

**REVIEWED BY:** \_\_\_\_\_  
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Judicial Services

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