



## DOMESTIC RELATIONS FACILITATOR LEAD

**Department:** Clerk's Office

**Job Class #:** 237300

**Pay Range:** General 41

**FLSA:** Non-Exempt

**Represented:** Yes

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

**GENERAL FUNCTION:** This is responsible and complex legal facilitation work for the Pierce County Clerk's Office. An employee in this class is responsible for performing highly complex legal technical activities requiring a firm grasp of legal terminology, processes and procedures.

**SERIES CONCEPT** This classification is distinguished from the Domestic Relations Facilitator classification by exercising greater degree of independent action and judgment required and the requirement to perform "lead" functions.

Special note: This classification is distinguished from the Legal Assistant classifications by the direct responsibility for providing specialized legal services to pro se litigants in family law cases. Work is characterized by the specialized subject matter and complexity of duties; greater involvement in the technical aspects of procedural law, department policy, court procedures and status of cases in progress; and the exercise of more independence, discretion and judgment in applying general guidelines to work situations.

### **ESSENTIAL FUNCTIONS:**

- Assign work to a specific work unit and ensure tasks are completed correctly and timely.
- Provides technical assistance as needed.
- Assist and advise employees in an area of specialization.
- Assist in resolving minor work and personnel problems.
- Provide on-the-job training of newly assigned or reassigned employees.
- Participate in setting department objectives
- Recommend new operational policies and procedures.
- Provides input to supervisor for employee performance appraisal.
- Provide basic informational services to pro se litigants in domestic relations case matters.
- Explain local procedures on filing of actions, service of documents, the noting and confirming of motions before the Court and advise attorneys and other interested parties regarding status of cases and legal procedures.
- Review and assess domestic relations problems for litigants, ascertain the nature of relief sought, provide appropriate information on options for resolution and make referrals to appropriate service and support agencies or departments.
- Coordinate needs for Interpreter Services for non-English speaking litigants.
- Coordinate and prepare complex reports requiring technical expertise in assigned area.
- Review domestic relations pleadings prior to filing for completeness and conformance with statutes; review final domestic relations documents for completeness prior to submission to the Court.
- Maintain appropriate records to prepare and submit monthly statistics to the County Clerk.
- Work closely with judges and domestic relations commissioners.
- Assist clients in filing domestic relations case matters; explain general court procedures and assist in setting court hearing dates.
- Distribute required information needed to calculate and complete child support worksheets and provide

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assistance as necessary.

- Attend court sessions, recording court actions and/or dispositions for subsequent transcription to the case history docket; handle papers between court and judge; swear in and call jurors.
- Perform typing and processing of legal documents.
- Make certified copies of legal documents; certify that records are true and correct.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends, holidays and overtime.

#### **OTHER JOB FUNCTIONS:**

- May approve leave requests and work schedules.
- May perform counter work providing information to clients regarding available legal, financial and/or social services.
- May collect fees for court filings and issuance of processes.
- Maintain inventory of materials on hand in the unit.
- Perform other job functions as assigned.

**SUPERVISION RECEIVED AND EXERCISED:** Supervision provided this position is of a general nature, allowing considerable latitude for completing assignments. Work is reviewed by an administrative superior for results attained and quality of services provided. This position does not supervise others. However, incumbents are responsible to lead and assign work to other employees.

**WORK ENVIRONMENT:** The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. The Domestic Relations Facilitator typically works in a busy office environment and is exposed to hostile situations on a daily basis. Incumbent may be required to work at a desk or other work station for prolonged periods; constant attention to detail is required. Ability to concentrate with frequent interruptions and above average office noise is required. Incumbents may be required to attend court proceedings on occasion.

**PHYSICAL REQUIREMENTS:** The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing and hearing. Moving throughout an office environment, sitting, bending/stooping, pushing/pulling and minimal unassisted lifting associated with the job duties is required.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

##### **Thorough knowledge of:**

- Departmental operations, procedures and regulations.

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#### **Knowledge of:**

- RCW, Title 26 and GR27
- Legal terminology, forms, policies and techniques as required by the position.
- Principles and practices of office management and effective supervision
- Computers and applicable software.

#### **Ability to:**

- Resolve conflict and problem solve using discretion, patience, empathy, and professionalism.
- Maintain confidentiality of sensitive matters.
- Plan, assign and coordinate work of co-workers.
- Compile and analyze fiscal and statistical data.
- Understand and execute complex oral or written instructions, and apply extensive or obscure guidelines to a wide variety of work situations.
- Keep complex records and prepare periodic reports from such records.
- Express ideas clearly and concisely, both verbally and in writing.
- Communicate effectively with individuals involved in sensitive or emotionally charged situations.
- Establish and maintain effective working relations with co-workers, judges, clients and the general public.
- Work effectively and productively with others.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position, if any.
- Physically perform the essential job functions of the classification.

**MINIMUM REQUIREMENTS TO APPLY:** Three years of progressive responsible Legal Assistant or Legal Secretary work, one of which include domestic law experience directly related to the duties of the position or any equivalent combination of experience and education is required. Prior experience as a lead worker is preferred.

**SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS:** A valid Washington State driver's license may be required when travel is required of the position.