



## DOMESTIC VIOLENCE COORDINATOR

**Department:** Clerk's Office  
**Job Class #:** 209500  
**Pay Range:** Professional 05

**FLSA:** Non-Exempt  
**Represented:** No

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 administrative work for the Clerk's Office. Employees in this class are responsible to independently plan, design and carry out programs that comply with the Clerk's policies and procedures along with other legal requirements related to the area of domestic violence. Duties are primarily administrative in nature including originating new policies, procedures and techniques, but also include supervisory and clerical duties. Incumbents must exercise creativity and judgment in adapting standards, methods and procedures to fit conditions and to achieve statutory objectives. Considerable latitude for independent judgment and action is exercised within the area of supervision.

### **ESSENTIAL FUNCTIONS:**

- Serve as the coordinator for all agencies and individuals providing domestic violence related services to the public in a timely and effective manner.
- Maintain effective communication with county departments and staff to facilitate and ensure adherence to policies and procedures.
- Supervise and coordinate activities of a designated unit; determine work procedures, prepare work schedules and determine methods for expediting workflow; assign, review and approve the work of subordinate staff.
- Investigate grievances involving subordinates and recommend resolution; recommend promotional and disciplinary actions; approve leave requests, and overtime; assure adequate coverage during staff absences.
- Conduct performance evaluations and develop performance measures and standards.
- Troubleshoot problems in domestic violence cases and coordinate activities of agencies seeking to assist domestic violence petitioners.
- Develop recommendations for the most effective means to implement the Domestic Violence Act.
- Provide assistance to petitioners in gaining access to the Courts under the provisions of the Act.
- Refer individuals to crisis counseling/intervention as needed.
- Communicate standards and requirements of the courts to victims, victim assistance agencies and law enforcement agencies.
- Provide assistance as required to law enforcement agencies in cases where problems may arise.
- Serve as liaison between justice system agencies in resolving and establishing procedures.
- Assist domestic violence petitioners with the application process for the issuance of restraining orders.
- Train clerical employees in procedures and policies regarding Domestic Violence services.

## **DOMESTIC VIOLENCE COORDINATOR**

### **Classification Description - Pierce County**

#### **Page 2**

#### **ESSENTIAL FUNCTIONS: (continued)**

- Design forms and instructions for use in accordance with procedures, policies and statutory requirements.
- 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:**

- Perform other job functions as assigned.

**SUPERVISION RECEIVED AND EXERCISED:** Work is reviewed periodically by an administrative superior through conferences and reports for effectiveness of the work. This position has supervisory responsibility for administrative support positions.

**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 Violence Coordinator typically works in an office environment on a daily basis. Incumbents 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 general office noise is required.

**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. Walking, sitting, bending/stooping, pushing/pulling and minimal unassisted lifting associated with the job duties is required.

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

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

- General office practices and procedures.
- Clerk's Office policies and practices applicable to specialized office functions.

##### **Knowledge of:**

- Principles and practices of effective supervision.

##### **Ability to:**

- Plan, assign and coordinate activities and duties of subordinates.
- Supervise the development, revision and maintenance of services and coordinate the preparation of periodic reports.
- Establish and maintain effective working relationships with other departments, subordinates, public and private officials, and the general public.
- Identify and assess problems in light of policy, procedure and statutory requirements and make sound recommendations for their solution.
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.

**DOMESTIC VIOLENCE COORDINATOR**  
**Classification Description - Pierce County**  
**Page 3**

**KNOWLEDGE, SKILLS, AND ABILITIES: (continued)**

**Ability to: (continued)**

- 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 or more years of progressively responsible experience in the domestic violence, legal or related field which includes at least one year of lead worker or supervisory experience is required. Related education beyond high school or additional experience may substitute equally for the general requirements.

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