



## COURT COVERAGE SPECIALIST

**Department:** Superior Court

**Job Class #:** 238400

**Pay Range:** Professional 40

**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:** The Court Coverage Specialist performs a variety of responsible legal support functions and special projects, serves as a Judicial Assistant when a Judge's Judicial Assistant is not available. Incumbents rotate between courtrooms and office settings.

### ESSENTIAL FUNCTIONS:

- Prepare minutes and other court documents which constitutes the statutorily required permanent record of all court proceedings.
- Maintain and control the custody of exhibits, both for purposes of meeting legal chain of custody requirements, as well as dealing with the issues of security which relate to exhibits.
- Monitor the preparation, submission, changing, assembling, distributing, taking of exceptions, and whereabouts of jury instructions during the trial as well as during jury deliberations.
- Assume full responsibility for the comfort and deportment of jurors assigned to the judicial department. This includes, but is not limited to issues of security, illness, emergency matters, meals, sequestration, and personal concerns that could affect the parties' right to a fair trial.
- Implement, monitor and take appropriate courtroom security measures.
- Arrange for jail transportation to and from the courtroom.
- Exercise discretion regarding the need for extra security and make arrangements therefore.
- Maintain order, decorum, and appropriate behavior in the courtroom. Effectively handle hostile or volatile individuals or crisis situations.
- Act as liaison with the press and assist, as needed, with necessary arrangements to guarantee the freedom of the press, and protect the rights of individuals.
- Implement adopted policies and procedures regarding court congestion and delay.
- Docket for trial both civil and criminal cases assigned to the judicial department on a date appropriate to the case age, type and complexity.
- Monitor the progress of the case with counsel and/or the parties, and report regularly to the court regarding case progress.
- Act as judicial assistant for any Superior Court Judge, visiting judge, or judge pro tem as needed.
- Acts as an assistant and Court Clerk for any Court Commissioner or commissioner pro tem as required.
- Screen and review documents and dockets in accordance with established protocols and procedures for Court Commissioners or a commissioner pro tem.
- Prepare and brief the Court Commissioner on the daily calendars prior to session.
- Maintain and review legal files and case controls; extract information from files; prepare legal forms and papers.
- Rotate between office and courtroom functions.
- Provide coverage for the Superior Court Administration offices and assist with special projects.
- Train or assist in training new court employees.
- Implement emergency safety and first aid procedures.

## **COURT COVERAGE SPECIALIST**

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

#### **Page 2**

- Assist with correspondence and other communications.
- 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
- Lift and carry up to 20 lbs.

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

- Performs other duties as assigned.

#### **SUPERVISION RECEIVED AND EXERCISED:**

Work is performed under general supervision of the Superior Court Deputy Administrator with the employee expected to plan and complete work independently after objectives, priorities and deadlines have been defined. Work is reviewed periodically for accuracy and conformance to established policies and procedures and quality of service provided. This position does not supervise or perform lead worker functions but may provide train others.

**WORK ENVIRONMENT:** The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. The Court Coverage Specialist works in both courtroom setting and an office environment on a daily basis. Travel to various work sites and/or meeting locations as required. Work is generally completed on a regularly scheduled basis, however, attendance at meetings or completion of overtime work outside of normal scheduled hours may be required. Extended periods of concentration and sedentary work is required. Work is subject to frequent interruptions and normal office noise. Due to the nature of the work, the incumbent may be exposed to situations of a highly emotional and/or confrontational nature. Some stress is associated with the work.

**PHYSICAL REQUIREMENTS:** The physical demands described herein are representative of those that must be met by an employee, with or without accommodation, to successfully perform the essential functions. Must have finger dexterity to operate equipment used in the position, able to effectively communicate. There is some walking, sitting, bending/stooping, pushing/pulling and minimal lifting associated with the classification as it is currently performed. Ability to travel to attend meetings away from regular work site may be required.

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

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

- Pierce County local court rules, administrative policies, and court procedures.
- Computer software applications, case management systems, calendar production, and/or calculation of child support.
- Security, bomb threat, and earthquake procedures, as well as knowledge of CPR and first aid.

## **COURT COVERAGE SPECIALIST**

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

#### **Page 3**

- Legal terminology, legal and regulatory requirements, techniques and content of documents and records.
- General legal office practices and procedures.

#### **Skill in:**

- Report writing.
- Use of independent judgment and effective decision-making in the application of a wide variety of laws, policies and procedures and in effective problem-solving.

#### **Ability to:**

- Interpret court policy, and to apply it to the daily operation of the court.
- Discern between those instances where court intervention is necessary in responding to daily inquiries and those which can be handled independently.
- Act independently to evaluate situations and respond appropriately without supervision.
- Anticipate problems and work to eliminate them.
- Make prompt, confident decisions.
- Produce exceptionally well organized, thorough work and display sound judgment.
- Record minute entries in the court files which may be relied on by counsel, litigants, and the public.
- Provide information regarding court policies, procedures, and expectations.
- Receive and fulfill directions from the court, complete assigned tasks and follow complex instructions.
- Maintain confidential information and be implicitly trustworthy.
- Establish and maintain effective work relationships with elected officials, department heads, associates, and with the general public.
- Provide prompt assistance and improve public relations.
- Operate technical equipment, and prepare for upgrades.
- Work effectively and productively with others.
- Work effectively with a diverse population.
- 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.
- Understand and follow written and verbal instructions.
- Physically perform the essential job functions.
- Ability to meet the travel requirements of the position.

**MINIMUM REQUIREMENTS TO APPLY:** Bachelor degree in court administration, criminology, criminal justice, prelaw, business administration or a related field plus two years of experience in an administrative position requiring systems analysis and/or court operations skills OR any equivalent combination of education and experience which clearly indicates the ability to perform the essential functions of the position is required.

**COURT COVERAGE SPECIALIST**  
**Classification Description - Pierce County**  
**Page 4**

**SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS:** Must possess a valid Washington State Driver's license, or the ability to obtain the license within 30 days of employment, or otherwise meet the travel requirements of the position. Successful completion of all required background investigations is required prior to employment.