



**SENIOR COUNSEL FOR JUSTICE SERVICES**

**Department: Executive**  
**Job Class #: 165300**  
**Pay Range: Executive 40**

**FLSA: 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:** Within the scope of delegated authority, the Senior Counsel for Justice Services is responsible for developing and supporting department implementation of Executive-authorized initiatives related to justice services, and other projects as may be authorized by the Executive.

The Senior Counsel for Justice Services serves as a senior advisor to the Executive on justice-related services and is also responsible for ensuring directors of justice-related departments subject to Executive supervision (Department of Assigned Counsel, Clerk of the Superior Court, and Medical Examiner) abide by prudent management practices and operate in support of the County's strategic priorities.

Additionally, the Senior Counsel for Justice services serves as an Executive liaison with justice-related entities not subject to Executive supervision (District Court, Superior Court, Juvenile Court, Sheriff, Prosecuting Attorney Criminal Division, Law Library, and Crystal Judson Family Justice Center).

This position is appointed by and serves at the pleasure of the Executive. Council confirmation is not required.

**ESSENTIAL FUNCTIONS:**

- Develop and support department implementation of justice-related initiatives authorized by the Executive.
- Serve as senior advisor to the Executive on justice services issues.
- Oversee and maintain prudent management practices of Directors of justice-related departments subject to Executive supervision:
  - Department of Assigned Counsel;
  - Clerk of the Superior Court;
  - Medical Examiner.
- Serve as Executive liaison to justice-related entities not subject to Executive supervision:
  - District Court;
  - Superior Court;
  - Juvenile Court;
  - Sheriff;
  - Prosecuting Attorney (Criminal Division);
  - Law Library;
  - Crystal Judson Family Justice Center.
- Keep the Executive and/or Chief Operating Officer apprised of, and appropriately involved in, significant actions undertaken on the Executive's behalf. This includes informing the Executive and/or Chief Operating Officer of initiatives under consideration and receiving authorization prior to proceeding with development and implementation.
- Conform to the County Charter, Code, Finance Policy and Procedures Manual, Human Resources policies and applicable portions of the Administrative Guidelines for Career Service, and Information Technology Policies and Procedures.

## **SENIOR COUNSEL FOR JUSTICE SERVICES**

### **Classification Description – Pierce County**

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

Perform other job functions as assigned.

**SUPERVISION RECEIVED AND EXERCISED:** Works under the general direction of and is responsible to the Chief Operating Officer (COO). Plans, assigns, directs, supervises and evaluates the work of assigned department Directors. Assists the COO in the development and implementation of policy, procedures, and programs for the County.

**WORK ENVIRONMENT:** The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. Work is performed in an office environment and at various field offices. 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 demands include the ability to alternate between sitting and standing for extended periods of time (up to 8 hours); see, listen and speak for extended periods of time; and frequent walking. Other physical and mental demands include occasional balancing, stooping, kneeling, climbing stairs, pushing, pulling and lifting. Incumbents in this position must be able to reason, analyze and communicate effectively, both verbally and in writing. Driving to various locations is required.

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

Possesses the knowledge, skills and abilities to successfully perform the essential functions of the position. Communicate effectively in order to provide regular updates and recommendations to the Executive and/or COO and as requested communicate both verbally and in writing with other County employees, the community, and other programs, municipalities, and agencies.

#### **MINIMUM REQUIREMENTS TO APPLY:**

Law degree from an American Bar Association accredited institution required. Additional credentialing and experience in related field(s) considered.

**SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS:** A valid Washington State driver's license or ability to otherwise meet the travel requirements of the position is required. Ability to successfully complete a Pierce County background investigation prior to employment is required.