**Position Title:** Legal Specialist II  
**Date:** Revised July 2007  
**Reports to:** Juvenile Court Administrator  
**Department:** Juvenile Court Services  
**FLSA Status:** Nonexempt  
**Positions Supervised:** none

**BASIC FUNCTION:** Responsible for the coordination of complex and diverse duties that are necessary for the daily operation of Juvenile Court Services (JCS) either independently or at the direction of the JCS Administrator. The position requires excellent organizational, administrative and data entry skills to ensure that the services provided and work required by JCS are completed in a timely, efficient and accurate manner. A close working relationship is essential with the JCS staff as well as other employees of the County’s law and justice system. Attends Court and transfers detailed information to the Judicial Information System (JIS) and the Juvenile & Corrections System (JCS) statewide computer system. Assists Administrator with fiscal management, such as tracking grant expenses and JCS County budget reconciliation; records management; bill and payroll processing and includes clerical work such as filing and correspondence. Needs to be a team player and have the ability to prioritize responsibilities. The position requires independent judgment, discretion and confidentiality.

**MINIMUM QUALIFICATIONS:** Requires high school diploma or equivalent and two years of progressively responsible administrative/secretarial work experience; or any equivalent combination of experience and education that demonstrates the ability to perform the essential functions of the job. Must have excellent verbal and written communication skills and have the ability to multi-task and manage priorities. Computer processing skills (MS Excel, MS Word and/or Word Perfect) required. Employment is subject to a criminal background check and must have the ability to obtain a Notary Seal and bond. Experience with budgets and in grants administration preferred, as is experience in the criminal justice system administration. Demonstrated ability to assist in the handling of people in crisis with compassion and care.

**PRINCIPAL DUTIES - Asterisk designates essential function:**

*1. Creates and maintains all juvenile offender/criminal/referral history via AOC’s (Administrative Office of the Courts) statewide computer system in JCS (Juvenile and Corrections System) and JIS (Judicial Information System).

*2. Processes all juvenile incident/investigative/arrest reports from the SJC Sheriff’s Office and other State agencies. Creates the mandatory JRN (Juvenile Referral Number) for each referral which is used by JCS, the Prosecutor’s Office and the Clerk’s Office in the management of juveniles’ charges, both criminal and civil. Creates, maintains and updates juveniles’ social files, diversion files, truancy, dependency, custody, emancipation and/or ARY/CHINS files. Maintains JRN Search Spreadsheet. Verifies
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juvenile Warrants Issued and confirms juveniles’ payment history with the Clerk’s Office.

*3. Prepares invoices for payment on EDEN (County internet-based accounting program) on a weekly basis and prepares related weekly, monthly and annual reports for the JCS Administrator. Monitors the annual County budget and assists Administrator with the annual budget preparation. Provides fiscal accountability to government grant sources and to the County auditor. Computes the department’s monthly payroll and maintains the staff’s personnel records. Distributes monthly personnel information (sick days, vacation days, personal holiday and comp time) as well as medical reimbursement information. Keeps the Department’s revolving bank account records; makes payment to/from revolving fund and balances said account.

*4. Prepares and processes monthly State & Federal grant billings & reports including processing of expenditures, transfers and revenue for these grants. Deposits with the Treasurers Office all grant revenue checks. Communicates with JCS Administrator, County Grant Accountant and the State Accountant regarding grant fund expenditures and revenue. Creates and maintains each individual annual grant file and monitors each grant’s annual budget. Distributes the Grants Expenditures & Revenue Report to JCS Administrator on a monthly basis.

*5. Tracks and verifies payments made by juveniles for diversions & court-ordered fines, restitution and Crime Victim’s Compensation. Deposits all diversion fines received from juveniles with the Treasurer’s Office. Maintains Diversion Contract Tracking Worksheet.

*6. Assists the Administrator with the department’s records management which includes but is not limited to the creation of offender records, non-offender records, juvenile offender financial records, records sealing, records storage, records destruction and management of department’s filing system. Performs routine destruction of juveniles’ criminal history and department’s social files in accordance with the Revised Code of Washington. Assists juveniles with the requirements for sealing of records by providing the necessary forms and verifying eligibility. Advises the Sheriff’s Office and the Prosecutor’s Office of motions for sealing, and directs juveniles to the Clerk’s Office for filing.

*7. Assists juveniles, under the age of 14, with information and directions for obtaining a work permit and makes copies of all permit applications for the Department’s records. Once the Motion, Declaration and Order Permitting Employment of a Minor has been filled out, it is forwarded to the Court for written approval before being returned to JCS for processing.

*8. Provides Orders of Disposition to the Sentencing Guidelines Commission along with the JCS Juvenile Referral History on a quarterly basis. Maintains Detention Tracking Report for the Department. Mails letters-of-notification to the San Juan County school principals regarding disposition or diversion offense(s), dates of offense(s) and disposition date or signed diversion agreement date on offense(s) requiring such notification.

*9. Maintains Juvenile Court Contracts Book. Works together with Juvenile Court Administrator to update, prepare, route and mail all grant contracts (State and Federal), detention facility contracts, contractor contracts (counseling professionals) and renewal letters as well as miscellaneous County contracts. Monitors current insurance policies and FBI background checks for all Juvenile Court contractors and Guardians Ad Litem (GAL) on Title 11, Title 26 and Title 26.12.175 and updates and maintains individual GAL files).
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*10. Attends Juvenile Court hearings when in session. Provides assistance to Department staff and distributes copies of executed Court documents to juveniles’ social file, Prosecuting Attorney, juvenile, parents, juvenile’s attorney, probation officer, etc. Transfers detailed information into JIS and JCS. Maintains Department’s Court calendar.

*11. Periodically required to remove electronic home monitoring ankle bracelet from juvenile and to assist with UA testing.

*12. Orders and maintains office supplies, postage, small equipment and office furniture. Monitors the supply of and orders all UA testing kits for 3 Juvenile Court offices as well as for appropriate treatment agencies. Responsible for updating the JCS, JIS and EDEN procedural/training manuals. Maintains the Department inventory record.

*13. Acts within the scope of his or her responsibilities, working as a public employee and municipal officer with courtesy and professionalism, and adhering to the highest standard of ethics in accordance with RCW 42.52.

PHYSICAL AND MENTAL REQUIREMENTS: Requires various amounts of standing, sitting and walking. Must be able to hear and see. Must be able to receive and understand written and oral instructions or communication and to give verbal and written communications. Requires ability to calculate math problems. Requires ability for repetitive hand and finger movements.

EQUIPMENT REQUIREMENTS

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<th>Equipment/Tool</th>
<th># of Hours</th>
<th>Frequency of use</th>
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WORKING CONDITIONS: Office working environment. Exposure to verbal abuse and physical harm from angry or emotionally distressed juveniles and/or parents.