POSITION DESCRIPTION

SAN JUAN COUNTY

Transferred from District Court to Juvenile Court in 2012

Position Title: Legal Defense Screener Date: October 5, 2000
Reports to: Juvenile Court Administrator Department: Juvenile Court
FLSA Status: Nonexempt Positions Supervised:

BASIC FUNCTION: This position is responsible for coordinating the day-to-day operations of the Legal Defense Screening program for the County which includes criminal cases for District Court, Superior Court, including CHINS petitions, At Risk Youth petitions, Dependencies, Extradition and Juvenile Court. Duties include interviewing applicants who have requested a public defender and determining whether they are financial eligible for the service; processing cases screened by Island County on behalf of San Juan County; maintaining detailed accounting records; and filing small claims to recover delinquent accounts.

This position works independently under the supervision of the District Court Administrator consulting with the Administrator on unusual or difficult situations.

MINIMUM QUALIFICATIONS: Associates of Arts degree with coursework in finance/accounting and social work or psychology, and two years of responsible, independent legal or clerical office work experience; or any combination of education, training and experience which demonstrates the ability to perform the essential functions of the job. The successful applicant will have excellent verbal and written communication skills, and be able to effectively communicate with clients who may be under stress and/or in a state of confusion. Must be skilled in word processing and spreadsheets and understand basic principles of finance. Employment is subject to a criminal background check.

PRINCIPAL DUTIES - Asterisk designates essential function:

*1. Answers questions in person and over the phone from defendants and others who inquire about public defender services. Schedules appointments and conducts financial interviews with criminal defendants in person, over the phone, and in the San Juan County holding facility who have requested Public Defender services. This includes defendants for cases for District Court, Superior Court, and Juvenile Court.

*2. Reviews financial information from defendants, calculates disposable income and determines their eligibility for Public Defender services. Assesses validity of information that is provided and follows up on information that appears fraudulent in order to ensure only eligible applicants receive services.
3. Assigns or denies an attorney based upon screening of applicants. Contacts Public Defender regarding assignments and notifies Prosecuting Attorney and Clerk of the Court.

4. Re-assigns defendants to another attorney when there is a conflict of interest. Contacts local attorneys to find one who can represent defendants when the alternate Public Defender has a conflict. Notifies the Superior Court Clerk, District Court Clerk, Prosecuting Attorney, defendant, and attorney of re-assignments.

5. Meets with parents of juvenile defendants to explain their responsibilities and their financial obligation, sets up Order for Costs, and routes orders to judge in a timely manner.


7. Collects funds as assessed on promissory notes and Orders for Costs, transmits funds to the Treasurer, and initiates refers collections to collection agency for non-payment.

8. Files small claims in District Court to recover delinquent accounts, attends court to obtain judgments and proceeds with garnishments if required.

9. Maintains administrative files on defendant interviews and electronic spreadsheets for preparing statistical reports and tracking caseloads.

10. 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.

11. Performs other related duties as assigned.

PHYSICAL AND MENTAL REQUIREMENTS:
Requires frequent sitting, standing, walking, and bending. The employee is occasionally required to lift objects weighing 10 - 20 lb. Requires continuous wrist and finger movement in data entry computer work. Requires the ability to communicate professionally, both orally and in writing. This position requires visual acuity at 20 inches or less, and hearing acuity for speech discrimination. Requires ability to complete basic accounting functions.

EQUIPMENT REQUIREMENTS:

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<thead>
<tr>
<th>Equipment/Tool</th>
<th>No. of Hours</th>
<th>Frequency of use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone</td>
<td>1</td>
<td>Daily, Weekly, Monthly</td>
</tr>
<tr>
<td>Copy machine</td>
<td>.5</td>
<td>Daily, Weekly, Monthly</td>
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<tr>
<td>Fax</td>
<td>.5</td>
<td>Daily, Weekly, Monthly</td>
</tr>
<tr>
<td>Computer</td>
<td>3</td>
<td>Daily, Weekly, Monthly</td>
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</tbody>
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WORKING CONDITIONS: Work is performed in a normal office environment.