



## Community Court Case Management Assistant

### Unpaid Volunteer / Internship Position

Lorri Cox Senior Court Specialist 600 Fifth Avenue, 9 <sup>th</sup> Floor PO Box 34987 Seattle, WA 98124-4987	Phone: 206.615.1606 Fax: 206.233.0056 <a href="mailto:lorri.cox@seattle.gov">lorri.cox@seattle.gov</a> or apply online <a href="http://seattle.gov/courts/general/careeropps.htm">http://seattle.gov/courts/general/careeropps.htm</a>
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**The Community Court Case Management Assistant** functions as the liaison between the court, probation and community service providers to ensure immediacy of sanctions, accountability of offenders, and efficient monitoring of community service placements. The **Case Management Assistant** assists the Community Court Probation Counselor to identify social service needs. The Probation Counselor uses social service information to advise the court as to which programs are appropriate for the defendant.

#### Essential Functions

- Ability to work 1-on-1 with and perform assessments on defendants in custody at the King County Jail, who arrive to court in the custody of Court Marshals, and who report to the Court Resource Center prior to court. (Tue, Wed and Thu mornings)
- Work primarily in the Court Resource Center (CRC) to assist Community Court defendants prior to/after Court as well as defendants from other court programs.
- Develop a solid working knowledge of the CRC, community, and faith-based social services. Work in the CRC facilitating defendant linkages to DSHS, housing, mental health, chemical dependency treatment, and other services as necessary.
- Perform mandatory Resource Center Orientation to Community Court clients after court.
- Assist with data collection, data entry and the preparation of reports.
- Refer, track and ensure enrollment/completions at community service sites and social services. Report non-compliance to Community Court Probation Counselor.
- Must be available from 9am-4pm on Tuesdays, Wednesdays and Thursdays.
- Adhere to all policies, procedures and decorum of The Municipal Court of Seattle.

#### Required Employment Standards

- Must pass criminal background check.
- High School Diploma or GED and pursuing college-level studies.
- Ability to maintain sensitive and confidential information.
- Must be available Tuesday or Thursday afternoons.

#### Preferred Employment Standards

- Twenty (20) hours per week and a minimum six month commitment.
- Ability to work under pressure and handle changing workloads and assignments.
- Effective communication skills both written and oral.
- Planning, organizing and establishing priorities.
- Knowledge of word-processing (Word), spreadsheet (Excel) applications necessary and database (Access) necessary.
- Ability to deal with emotionally distraught and mentally ill clientele on a daily basis.
- Compassionate and active listening to clients at all times.

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