



SPECIAL PROJECTS DATA SUPPORT ASSISTANT

Unpaid Volunteer / Internship Position

Lorri Cox Senior Court Specialist 600 Fifth Avenue, 9 th Floor PO Box 34987 Seattle, WA 98124-4987	Phone: 206.615.1606 Fax: 206.233.0056 lorri.cox@seattle.gov or apply online http://seattle.gov/courts/general/careeropps.htm
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The Court Resource Center blends the criminal justice and social service systems to improve customer service to defendants. The **DATA SUPPORT ASSISTANT** will learn court protocols and procedures, gain a working knowledge of various community social service resource to become familiar with data issues necessary to support the Court Resource Center and Community Court. This position has a heavy emphasis on data support.

Essential Functions

- Develop a solid working knowledge of the Court Resource Center (CRC).
- Assist in compiling various statistical data using Excel and preparing corresponding monthly, quarterly and annual reports.
- Perform data entry and database management duties.
- Review data collection tools for completeness and accuracy; access client information through computerized data entry/retrieval systems.
- Assist in compiling various statistical and demographic reports using Excel.
- Work closely with supervisor regarding data issues and projects.
- Work a minimum of 5 hours per week in the CRC facilitating defendant linkages to DSHS, housing, mental health, chemical dependency services, and other as necessary.
- Answer phone and greet clients in a friendly, professional manner.
- Provide excellent customer service and develop written communications that meet City of Seattle performance standards.
- Adhere to all policies, procedures, and decorum of Seattle Municipal Court.

Required Employment Standards

- Twenty (20) hours per week and a minimum six month commitment.
- Must pass criminal background check.
- High School Diploma or GED and pursuing college-level studies.
- Ability to maintain sensitive and confidential information.

Preferred Employment Standards

- Strong knowledge of word-processing, database, and spreadsheet applications necessary
- Exceptional organization and research abilities
- Ability to work under pressure and handle changing workloads and assignments.
- Effective communication skills both written and oral.
- Planning, organizing and establishing priorities.
- Experience/working knowledge of Windows, Word and Excel.