

SNOHOMISH COUNTY JOB DESCRIPTION

CASEFLOW AND DATA COORDINATOR

Spec No. 6389

BASIC FUNCTION

To perform a variety of analytical, administrative and technical functions to support court administration and operations. Provide administrative support to the caseflow manager.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Provides technical assistance and processes procedural information regarding the case management system to staff, judges, and administrators.
2. Trains judicial staff on the system and regularly reviews system for accuracy; responds to issues that arise with system users.
3. Oversees collection, preparation, and maintenance of data from all court departments and analyzes all required reports. Monitors and tracks data entry across various systems across the court.
4. Develops methods of data collection and statistical analysis for the court; collects and compiles data; maintains computerized reporting and tracking systems; retrieves data to monitor compliance with laws, rules policies and procedures; prepares periodic statistical and informational reports.
5. Responsible for data entry, analysis, and options to improve caseflow.
6. Creates and maintains Superior Court calendars/case scheduling system while keeping detailed records of communications and documenting procedures.
7. Assists the caseflow program manager with obtaining data from all superior and juvenile court caseflow data sources, compiles data, and creates tools to help integrate and analyze data as needed.
8. Analyzes, researches and resolves inquiries, problems and complaints regarding data entry systems and other tracking systems used by the court.

STATEMENT OF OTHER JOB DUTIES

9. Performs related duties for the caseflow manger in their absence as assigned.
10. Plans, organizes, coordinates and executes special projects as assigned.
11. Performs other duties as assigned.

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MINIMUM QUALIFICATIONS

Associate's degree in business administration, computer science, economics or related field; AND two (2) years administrative and data analysis experience; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job-related tests.

PREFERRED QUALIFICATIONS

Bachelor's degree preferred.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Washington State laws, court rules, policies, and procedures pertaining to the operation of courts with a preferred emphasis in family and juvenile court
- effective data collection and appropriate statistical applications
- case management systems
- judicial and criminal justice systems
- data analysis and review
- operate personal computers and applied software packages
- proper English, spelling, grammar, punctuation and word usage
- basic bookkeeping and record keeping
- office practices and procedures

Ability to:

- accurately and timely manage a high volume of work with effective prioritization
- exercise sound judgment
- train others individually and in groups, monitor their work and provide positive redirection as needed
- organize work which is detailed, varied and complex, with an understanding of the larger goal to understand the meaning of the detail
- operate computers, software systems and complex databases
- maintain necessary records, databases and prepare required reports and presentations
- work independently and under pressure, meet deadlines and cope with interruptions
- use Microsoft Office suite
- operate standard office equipment
- analyze and solve work related problems
- establish and maintain effective work relationships with superiors, peers, associates, subordinates and the general public
- understand and execute complex oral and written instructions

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KNOWLEDGE AND ABILITIES (Continued)

- communicate effectively both orally and in writing
- maintain confidentiality

SUPERVISION

Employees receive limited supervision from an administrative superior as assigned. Objectives, priorities and deadlines are established by the supervisor. The employees will plan and carry out successive steps and resolve problems in accordance with instructions, policies and accepted practices. Specific instructions are given for new or unusual assignments.

WORKING CONDITIONS

The work is performed in the usual office environment and may need to travel between Denney Juvenile Justice Center and the Courthouse.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: April 2017
EEO Category: 5 - ParaProfessional
Pay Grade: 312 – Clerical Pay Plan
Workers Comp: 5306 Non-Hazardous