

SNOHOMISH COUNTY JOB DESCRIPTION

LAW AND JUSTICE CABINET ANALYST

Spec No. 2249

BASIC FUNCTION

To provide analytical and clerical support to the Snohomish County Law and Justice Cabinet. Responsibilities include advising, assisting and acting on behalf of the Cabinet in management, policy and analytical matters related to policies, analyzing legal and legislative issues, coordinating multi-jurisdictional projects and developing and carrying out communications strategies with a variety of groups and individuals.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Identifies, reviews, researches, analyzes, recommends and implements solutions to complex policy, legislative, management and legal issues on behalf of the Law and Justice Cabinet.
2. Leads, coordinates or staffs Cabinet-priority projects, project teams and multi-jurisdictional organizations.
3. Presents work product and recommendations to Cabinet members, committees or work teams through oral summaries, written reports and computer generated displays.
4. Serves as liaison between the Cabinet and other County departments, other jurisdictions and private/public, regional, national or international organizations; represents the Cabinet at meetings, legislative hearings and on committees, task forces or in other forums.
5. Participates in formulating and implementing Cabinet work plans and priorities for programmatic review; recommends schedules and tasks; manages assigned projects and tasks; provides periodic reports to Cabinet members or committees; coordinates with County departments for timely completion of projects and tasks.
6. Evaluates and analyzes impacts of Cabinet work programs and proposed or enacted state legislation.
7. Develops and executes communication strategies with staff, external groups and the news media; act as media liaison when needed; develops communication materials and presentations on complex and sensitive issues.
8. Develops and administers program budget.
9. Analyzes researches and resolves inquiries, complaints or suggestions pertaining to the Cabinet.
10. Provides staff support as assigned by the Cabinet chair; prepare agendas; prepares, assembles and assures timely distribution of briefing materials and meeting minutes to interested parties; prepares and document options and recommendations for Cabinet action; assures availability of needed information.

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STATEMENT OF OTHER JOB DUTIES

11. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Bachelor's degree plus five (5) years of experience in policy analysis, public administration or closely-related field; OR, Master's degree and three (3) years of experience in policy analysis or closely-related field; OR, any equivalent combination of training and/or experience that provides for the required knowledge and abilities. Emphasis on analytical, verbal and written communication skills. Experience with computer word processing, presentation and spreadsheet applications required. Must pass job related tests.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License is required.

Criminal Records Background check may be required for employment.

KNOWLEDGE AND ABILITIES

knowledge of:

- principles and practices of political process, public administration and policy analysis;
- principles and practices of management and organization structures;
- laws, rules, regulations and guidelines affecting the county and other government;
- issues and trends related to politics, community development and public administration;
- research methods and techniques;
- personal computer processing, applications and terminology, particularly Microsoft Office Suite and Microsoft Outlook;
- business writing and report preparation;
- office procedures and practices;
- proper English, spelling, grammar, punctuation and word usage.

ability to:

- gather, analyze, synthesize, organize and evaluate a variety of data;
- learn, interpret, evaluate and apply a variety of complex written materials including laws, rules, regulations, reference materials, technical reports and legal documents;
- interpret administrative directives and use initiative and sound judgment in applying same to the work situation;
- analyze and evaluate the political and social impacts and consequences of policies and actions;
- assess the relative advantages and disadvantages of alternative courses of action;
- facilitate and build consensus within diverse groups;
- exercise good judgment as to when to act independently and when to refer situations to a higher authority;

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KNOWLEDGE AND ABILITIES (continued)

- conduct legal research and prepare a variety of legal documents including sections of the county code, ordinances and resolutions;
- organize facts and present findings, conclusions and recommendations in a clear, concise and logical manner;
- prepare clear and concise written reports;
- maintain the confidentiality of information;
- plan and organize the work independently without immediate supervision;

ability to: (continued)

- work under pressure and meet deadlines;
- communicate effectively, both orally and in writing;
- establish and maintain effective work relationships with elected officials, department heads, associates, subordinates and with the general public.

SUPERVISION

The employee receives general direction from the Law and Justice Cabinet Chair and/or other Cabinet members. The work is characterized by a broad latitude for the exercise of independent judgment and initiative on the employee's part. The employee reports to the Law and Justice Cabinet Chair regarding the status of assigned projects and for advice on unusual situations.

WORKING CONDITIONS

The work is performed in the usual office environment with field trips to locations outside the courthouse complex as necessary to attend hearings, meetings, etc. The employee is required to work evenings, weekends and holidays as necessary.

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: March 2003

Revised: March 2004

EEO Category: 2 – Professionals

Pay Grade: 109 – Management Exempt Pay Plan

Workers Comp: 5306 Non-Hazardous