**Court Orders Problem-Solver Regional PO/Firearms Unit**

**Supervisor:**  Sandra Shanahan, Regional PO/Firearms Unit Program Manager

**Salary:**  Range \_\_ -Step One: \_\_\_\_\_ –Step Ten: \_\_\_\_\_

**Location:**  King County Courthouse, but may need to travel to other court locations, as needed or assigned

**The Court Orders Problem-Solver is an innovative position within the new Regional PO/Firearms Unit. This new position will serve as the first point of contact for law enforcement, courts, advocates and other system partners to address and resolve mistakes, flaws or problems that impact the service of process, entry or enforcement of Protection Orders (including Extreme Risk Protection Orders), Orders to Surrender Weapons, and companion Restraining Orders. This position was created to address the systemic problem that a significant number of Protection Orders and Orders to Surrender Weapons issued by courts across the region are not served, or are delayed in being served, because of problems or flaws with the order (e.g. missing identifiers, unsigned orders, incorrect forms, wrong jurisdiction, etc.). Some orders are returned to the court, but there is often no process by which the court takes any further action on these, and others are simply never served. There is currently no mechanism to resolve problems, and no assistance available to officers in the field serving these orders, so that the orders can be served and enforced as intended by the court. Problematic orders hinder timely service of DVPO’s and OTSW’s and take time for law enforcement to try to address, which delays removing firearms from restrained persons/respondents. This position will screen orders quickly and coordinate directly with judges, commissioners and court staff to quickly resolve identified problems before orders are sent to law enforcement, and serve as a liaison, responding to requests for assistance from law enforcement in the field and law enforcement records personnel who enter orders.**

**Primary Responsibilities**: Assist Law Enforcement, the Regional PO/Firearms Unit and the Courts in streamlining the service of DVPOs, ERPOs and Orders to Surrender Weapon by resolving mistakes, flaws or problems that interfere with the service of process, entry or enforcement of orders. Serve as a “real-time” first point of contact to service officers when problems arise in the field (e.g. conflicting orders from different courts, incorrect addresses, etc.). Coordinate with officers in the field and the Firearms Prosecutors to assist in getting search warrants/writs of execution, including having flexible hours for after-hours assistance. Coordinate with law enforcement when officers seek real-time Extreme Risk Protection Orders (ERPO’s) by helping fill out and file petitions, schedule telephone hearings with the Court, as appropriate and coordinate the service of ERPO’s on respondents. Verify that Returns of Service Forms are complete prior to filing with court and do outreach to law enforcement to amend flawed Returns of Service prior to the hearing. Participate in appropriate civil and criminal court calendars, along with other team members, as needed. Work with Program Manager, I.T. and court personnel on development of electronic orders that reduce the likelihood of flaws that delay entry or service. Work with Program Manager and other Unit members to improve forms and training. Work with stakeholders to address inter-jurisdictional issues. Collect, evaluate, and report on service data/issues to all stakeholders. Coordinate with Program Manager and Court Coordinator to assess procedures and practices, recommend improvements, and implement changes. Coordinate with Unit to provide training to all stakeholders, e.g., all levels of courts, law enforcement, clerks, etc. Provide regular updates to procedures, practices, and improvements. Assist Program Manager and Unit as requested; perform related work or other projects as requested or required.

**Qualifications/skill needed**: The successful candidate will have demonstrated professional experience in the legal field (e.g. attorney, paralegal or legal advocate) and will perform a variety of tasks that require the exercise of initiative and independent judgment with the ability to anticipate needs and appropriately respond. Candidates must be highly adaptable and possess excellent organizational and detail skills and the ability to work independently; strong interpersonal and communication skills (both orally and in writing) to successfully interact with Judicial Officers, law enforcement personnel, court personnel, victims and other agencies; extensive knowledge of court orders, court systems and domestic violence is required, public speaking experience and experience providing training to multi-disciplinary groups, experience collecting, analyzing and sharing data, as well as skills in responding in a positive, collaborative and helpful manner with numerous individuals on quick deadlines. Excellent analytical and critical thinking skills to make decisions and initiate action; time management skills to effectively and accurately handle multiple tasks often within short deadlines; and the ability to handle emergency situations and work under pressure.  Familiarity with Court Databases (ECR, JABS, AOC, KCMS etc.) and skill in using computers and a variety of software such as Prosecutor by Karpel (with training), Word, Adobe Pro and Excel; familiarity with other criminal justice programs. Must have demonstrated predictable and reliable attendance. Must be able/willing to accept supervision and feedback/coaching.

**Application Procedure:**

This position is only open to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and PAO employees who are represented by Teamsters Local No. 117.  Please e-mail an updated resume and cover letter to Attorney-HR.Prosecuting@kingcounty.gov no later than Noon \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

\*Employees with less than 2 years of service will receive .25 per hour less than the hourly salary table due to a mandatory contribution toward the Teamsters Pension Trust that was voted by members of the collective bargaining agreement between our office and Teamsters Local No. 117.