



JOB ANNOUNCEMENT

COURT & RECORDS COORDINATOR

Application Period: 2/17/2015 – 3/2/2015

Salary Range: \$47,694 – 57,972

APPLICATION PROCEDURE & EXAM PROCESS - Interested candidates are to submit a completed **SCORE Application, Answers to Supplemental Questions (see below), Resume,** and a **Letter of Interest** to SCORE Jail, Attention: Human Resources, 20817 17th Ave. S, Des Moines, WA 98198, or emailed to jstewart@scorejail.org by 5:00pm on the closing date. The SCORE application can be located at www.scorejail.org. Top qualified candidates will be selected for an interview. This position is in a jail facility and will require a stringent personal background investigation, polygraph examination, and a drug test with the final candidates considered for hire. Please see Automatic Disqualifiers. If you need an accommodation for either the application or interview process please let Human Resources know prior to submitting the application. SCORE is an Equal Opportunity Employer.

NATURE OF WORK – Primary responsibility will be to process all court documents (video court and physical transports) for the inmate population of South Correctional Entity (SCORE). Responsible for scheduling of inmate interviews, release to treatment, court, visitation, interpreter services, non-emergency medical transports, etc. Position is responsible for auditing housing bills, including the tracking and billing for outside agencies housing inmates at SCORE. Job is performed in an office or other controlled jail environment.

REPRESENTATIVE DUTIES – Data entry for processing court documents received in video court and any physical court transports. Track and manage inmate populations for SCORE jail by scheduling incoming and outgoing transports to and from other facilities. Work closely with the medical/mental health staff, to include coordinating psychological evaluations when necessary. Coordinate with outside agencies to arrange inmates for court appearances. Coordinate with correctional staff to assist with scheduling transport requests as needed. Ensure accurate processing of transport documentation. Assist finance staff in the auditing, tracking, and billing of all external agencies, including contract agencies, for housing inmates at the SCORE facility. Track those inmates who receive treatment court orders and their release to treatment and coordinate with treatment providers for interviews, etc. Maintain current list of all vendors providing services to SCORE and process all vendor invoices related to the jail housing. Maintain a variety of records according to established procedures; check reports, records, and other data for accuracy, completeness and compliance with established standards. Provide staff support, phone coverage and other support as needed. Coordinate assigned inmate activities with outside agencies, attorneys, and other individuals; provide information to other law enforcement agencies, the courts and other jail personnel regarding those scheduled activities. Track prisoners in custody awaiting arraignment, trial or review hearing; maintain jail commitments and follow-up proceedings.

MINIMUM – High school or equivalency and *two years* of increasingly responsible clerical experience preferably in criminal justice, law enforcement, or closely related field. Have a valid Washington State driver's license.

SUPPLEMENTAL QUESTIONS – **On a separate sheet of paper, please answer the following questions:**

1. Why are you interested in this position?
2. Describe your clerical skills, to include any law enforcement, criminal justice, or related field.
3. Describe your work experience where a high level of accuracy and attention to detail was required.
4. Describe your work experience that demonstrates your ability to multi-task.

Note: For a full description of the position, contact Human Resources for this position's Job Classification.

SCORE JAIL IS A TOBACCO AND DRUG-FREE WORK ENVIRONMENT