



JUVENILE COURT ADMINISTRATIVE SPECIALIST

Department: Juvenile Court
Job Class #: 158000
Pay Range: Professional 06

FLSA: Non-exempt
Represented: No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION

This is specialized technical work for the Pierce County Juvenile Court Department. Generally, this position includes a wide variety of human resource functions including recruitment, pre-employment testing, classification and compensation analysis, job analysis, and assists in grievance processing. An employee in this classification is responsible for research and explanation of personnel and payroll policies, procedures, applicable rules and regulations, assistance to management in the employment recruitment process, consulting with management in regards to matters of a sensitive and/or confidential nature, calculation and auditing of time records, and maintenance of highly confidential paperwork. An employee in this classification must use considerable initiative and judgment in interpreting or adapting policies, procedures, and applicable guidelines. Work is reviewed upon completion for thoroughness, accuracy, timeliness and compliance with regulations, policies and procedures and is performed under general supervision.

ESSENTIAL FUNCTIONS

- Conduct recruitments and screen applications to fill Juvenile Court vacancies. Develop and establish registers of applicants for future use. Track applications through the entire recruitment process. Calculate oral board scores and applicant ranking.
- Develop, organize, obtain, and/or administer pre-employment and promotional examinations.
- Coordinate classification studies with employees, departmental supervisors, management and others as necessary.
- Advise court employees and supervisors, on County employment practices and procedures.
- Provide technical assistance in developing new positions.
- Analyze personnel rules and guidelines for compliance with state and federal standards and drafts or recommends changes or new policies as appropriate.
- Research and provide information to court employees, supervisors, and management from such sources as County Code, County Administrative Guidelines, Juvenile Court Administrative Guidelines, and union contract.
- Advise court employees, supervisors, and management regarding interpretations and procedures.
- Participate in grievance and Loudermill hearings.
- Works with Managers and Supervisors in recommending disciplinary action.
- Prepares disciplinary and grievance response letters.
- Provides administrative support to Court Administrator.
- Interview applicants to review information provided in the personal history statements. Conduct new employee criminal background investigations through WSP and FBI searches.
- Review polygraph examination reports for discrepancies with personal history statement and highlight areas of concern for review.

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- Calculate and enter time records for Detention division employees. Review, audit, and correct accounting time records for entire department in regards to compliance to approved state, federal, and other types of leaves of absence, approved overtime and other types of special pay.
- Maintain employee personnel and payroll records for such categories as recruitment, background and polygraph examinations, employee personnel records, time records and other related information.
- Prepare and present materials for departmental new employee orientation. Obtain and record fingerprints, and review fingerprint reports received from WSP and FBI.
- Issue, track and record facility keys. Administer Lenel System access.
- Order departmental supplies. Issue and track the use of departmental credit cards and maintain receipts.
- Prepare, maintain and administer departmental incentive and supply cards.
- Prepare and process vouchers for payment of invoices through the DOLFIN system.
- Use and operate a personal computer to input application date information, prepare letters, reports, class description information and other related documentation.
- Coordinates, prepares and processes all training and conference requests.
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position, if any.
- Physically perform the essential job functions of the classification.

OTHER JOB FUNCTIONS

Performs other job functions as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Applicable policies and procedures, laws, codes and regulations governing personnel and payroll matters for Juvenile Court employees.
- Principles, methods and techniques of appropriate record keeping.

Skill in:

- Use of independent judgment and effective decision-making in the application of a wide variety of laws, policies and procedures and in effective problem-solving.

Ability to:

- Interpret, apply and explain policies and procedures, applicable laws and regulations.
- Maintain confidentiality and discretion while analyzing situations accurately and adopting an effective course of action.
- Facilitate and conduct oral presentations.
- Establish and maintain effective working relationships with employees, management. departments and the public.

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- Effectively use and operate a personal computer and other related office equipment at an acceptable level of proficiency as required for the position.
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position, if any.
- Physically perform the essential job functions of the classification.

RECRUITING REQUIREMENTS

Four or more years of progressively responsible technical experience in personnel and payroll administration. Additional related education or experience may substitute for the recruiting requirements.