



CITY OF SEATTLE

Domestic Violence Firearm Surrender Coordinator (Paralegal)

SALARY:	\$30.39 - \$35.43 Hourly
LOCATION:	Columbia Center, 701 5th Avenue, Suite 2050 Seattle, Washington
JOB TYPE:	Civil Service Exempt, Regular, Full-time
SHIFT:	Day
DEPARTMENT:	Seattle City Attorney's Office
BARGAINING UNIT:	Not represented
CLOSING DATE	06/06/17 04:00 PM Pacific Time

POSITION DESCRIPTION:

King County Superior Court handles more than 6,000 domestic violence protection order petitions every year, many involving petitions for protection of children. The majority of those orders require that the Respondents surrender firearms. Commissioners and judges require comprehensive information when they are making decisions about firearm surrender. Without necessary information, protection orders may not be issued and firearms won't be removed from Respondents, leaving survivors and their families at risk. When judges find that a respondent is out of compliance with court orders, staff is required to ensure swift law enforcement follow-up. This position relieves petitioners of carrying the burden by themselves in court.

The Domestic Violence Firearm Surrender Coordinator is a new position created to ensure judges and commissioners have comprehensive information when making decisions regarding domestic violence protection orders, particularly the surrender of firearms. The Coordinator oversees the daily operations of the Calendar for Civil Protection Order cases in King County Superior Court; assists the ex parte commissioners and judges presiding over civil domestic violence hearings by gathering information, coordinating directly with law enforcement and prosecutors when enforcement is needed, coordinating with the clerk's office to ensure sufficiently detailed information is entered into court records, coordinating with the domestic violence advocates, coordinating with the State's Department of Licensing and law enforcement agencies regarding orders to surrender concealed pistol licenses, and coordinating with families and survivors regarding respondents' requests for return of firearms, as well as seeing that other best practices are utilized to help reduce risk of further violence in civil domestic violence cases.

JOB RESPONSIBILITIES:

- Conducts extensive follow-up investigations with victims and witnesses to confirm non-compliance or compliance with the surrender of firearms orders.
- Reports to the Seattle City Attorney's Office Domestic Violence Unit Supervisor. The Coordinator will work closely with the Seattle/King County Program Coordinator for Implementing Statutory Firearm Prohibitions to assist the Program Coordinator in evaluating and improving enforcement County-wide of statutory firearm prohibitions.

- The Coordinator will ensure that all necessary documents are in the court file, including the Return of Service, and to investigate when necessary documents are not included in the file to improve future practice.
- The Coordinator provides additional information to the court at the time of hearing, pertaining to the Respondent's criminal and civil records from different court systems, as well as information regarding Respondent's firearms and concealed pistol license status.
- If Petitioner is without advocacy services, provide advocacy information and referrals for the Petitioner at the time of hearing.
- Ensures that Respondent has received readily understandable directions related to surrendering firearms, dangerous weapons, and any concealed pistol license.
- Ensures immediate follow-up to appropriate law enforcement agencies when it appears that Respondent is not in compliance with the Court's Order to Surrender Without Notice and/or Order to Surrender.
- Responsible for consistent practice in coding of court actions, record keeping, statistical reporting, and monthly reports to track outcomes, in coordination with court administration.
- Evaluates procedures and activities within the scope of assigned functional areas, regularly assessing the program and implementing best practices.

QUALIFICATIONS:

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Requires a Bachelor's Degree and two years experience performing paralegal duties, or a certification from a nationally accredited paralegal training institution and three years related experience, or a combination of education and/or training and/or experience which provides an equivalent background required to perform the work of the class.

Desired Qualifications:

- Experience in assessing risk in domestic violence cases.
- Working knowledge of the domestic violence protection order process.
- Experience working with law enforcement and the courts.

ADDITIONAL INFORMATION:

Please attach a cover letter and resume to your application.

Successful candidate will be required to pass a criminal background check.

APPLICATIONS MAY BE FILED ONLINE AT:
Job #2017-00796

<http://www.seattle.gov/jobs>
DOMESTIC VIOLENCE FIREARM SURRENDER COORDINATOR (PARALEGAL)
DA

If you are unable to apply on-line you may submit a paper application by the closing date to our office.

OUR OFFICE IS LOCATED AT:
Seattle Municipal Tower
700 5th Avenue, Suite 5500
Seattle, WA 98104



Careers@seattle.gov

Who May Apply: This position is open to all candidates that meet the minimum qualifications. The City of Seattle values diverse perspectives and life experiences. Applicants will be considered regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, or gender identity. The Department encourages people of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ people, people with disabilities, veterans and those with diverse life experiences.

Accommodations for people with disabilities are provided on request.

The City is a Drug Free Workplace.
