

**BEFORE THE 2010 JUDICIAL COUNCIL OF GUAM  
RESOLUTION NO. JC 10-025**

**RELATIVE TO APPROVING THE CREATION OF A NEW POSITION OF FAMILY  
VIOLENCE COURT JUDICIAL COORDINATOR**

**WHEREAS,** the Judiciary was the recipient of a Grant from the Office of Violence Against Women at the U.S. Department of Justice, as shown in the attached email from the Office of Justice Programs, Department of Justice; and

**WHEREAS,** One of the components of the new FV Grant was to hire a FV Court Judicial Coordinator, as presented in the Grant Application Package; and

**WHEREAS,** the position of FV Court Judicial Coordinator is fully federally funded for the coming fiscal year, and will not depend on legislative appropriations.

**NOW, THEREFORE, BE IT RESOLVED,** that the position of Family Violence Court Judicial Coordinator for the Judiciary of Guam is hereby created.

**DULY ADOPTED** this 7<sup>th</sup> day of October, 2010 at a duly noticed meeting of the Judicial Council of Guam.

  
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**ROBERT J. TORRES**, Chairman

Date: \_\_\_\_\_

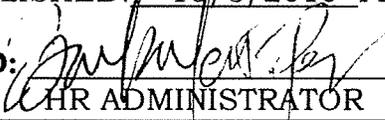
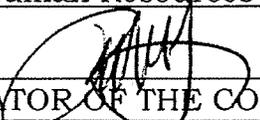
ATTEST:

  
\_\_\_\_\_  
**JOLEEN F. RESPICIO**, Secretary

Date: 11/01/10

**JUDICIARY OF GUAM  
HUMAN RESOURCES DIVISION  
JOB STANDARD**

POSITION TITLE: Family Violence Court Judicial Coordinator  
POSITION STATUS: [ ] Classified [ X ] Unclassified [ ] P/T [ X ] F/T  
FLSA CATEGORY: Exempt EEO CATEGORY: Professional  
HAY POINTS: (KH) E II 3 = 304 (PS) D 3 (33) = 100 (AC) D 3 C = 115  
TOTAL POINTS: 519 PAY GRADE: P  
DATE ESTABLISHED: 10/6/2010 PREPARED BY: Human Resources Staff

**CONCURRED:**  **APPROVED:**   
HR ADMINISTRATOR ADMINISTRATOR OF THE COURTS

**NATURE OF WORK IN THIS CLASS:**

This is legal administrative work, not requiring the practice of law, involving complex case flow management, development of rules of procedure, and monitoring the processes of an Integrated Family Violence Court case docket for the Judge, under the concept of One Judge One Family. This position requires the exercise of considerable independent judgment on a regular basis and reports directly under the supervision of the Family Violence Court Judge.

The initially hired employee in this class of position will be responsible for the drafting of rules of court, and a manual of standard operating procedures for an integrated caseload docket of domestic matters, protective orders, and criminal cases of parties involved in family violence matters, before a single assigned judge.

**ILLUSTRATIVE EXAMPLES OF WORK:** (Any one position may not include all the duties listed, nor do the examples cover all which may be performed.)

Recommends, plans, develops and coordinates the implementation of an integrated family violence court caseload docket for the Judge including all criminal family violence cases, and related domestic and protective order cases involving the same parties.

Coordinates with Courts & Ministerial division, Chamber Team and Marshals division on the handling and processing of all petitions for protective orders and service of orders of protection; reviews all petitions prior to submittal to the Judge for consideration; monitors the processes for obtaining orders of protection to assure smooth compliance, and assures that all orders are registered for CJIS use by all law enforcement.

Confers with judges and court administrators; provides technical assistance in the administration of family violence court programs.

Conducts periodic training for the Guam Bar Association, the Judiciary, law enforcement agencies and other community based organizations involved in efforts to end family violence, pertaining to the Integrated Family Violence Court process and to familiarize lawyers with rules and procedures for practice in the Family Violence Court.

Prepares, submits and makes readily available program correspondences, required periodic reports, and up-to-date program statistical data through the collection of data.

Prepares and maintains program annual budget for submittal to the Judge and Administrator of the Courts.

Negotiates, writes, and monitors state or federal grants; identifies funding sources; keeps abreast with federal grant mandates.

Ensures that each assigned project has a functional evaluation design; evaluates project for cost effectiveness; determines the priority and applicability of projects for future funding.

Confers with department or agency heads, grants and aid officials and others in achieving the fullest utilization of federal aid or local programs or projects.

Conducts research and responds to program inquiries or complaints accordingly.

Formulates cooperative agreements with other government and private agencies engaged in efforts to combat family violence.

Coordinates with community based family violence organizations.

Develops administrative procedures and guidelines to be followed in the development and implementation of projects and activities.

Keeps abreast of developments and changes in local and federal laws, regulations, and congressional bills.

Maintains a continuity of program in the Integrated Family Violence Court upon rotation and reassignment of the program to a new judge.

Recommends changes, improvements, comments, or statutory updates where critical to the program to the Family Court Judge for submission to the Chief Justice and Judicial Council.

Adheres to and complies with all promulgated policies, standards and codes of ethical conduct.

Performs other related duties as assigned.

**MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:**

Knowledge of criminal procedure and criminal law.

Knowledge of civil procedure and practice, family law, and protective orders.

Knowledge of both local and federal laws and legislation impacting family violence court programs.

Knowledge of analytical and research principles and techniques.

Knowledge of family violence issues, pretrial release intervention techniques, or probation services.

Knowledge of the court's organizational infrastructure and Courts and Ministerial case flow management.

Knowledge of applicable computer word processing, spreadsheet, and database applications.

Ability to conduct independent research based on sound scientific principles and draw appropriate conclusions resulting from findings.

Ability to effectively develop, implement, and coordinate strategic and tactical plans and program activities.

Ability to perform as a project leader and apply project management techniques.

Ability to work independently and produce quality work under pressure.

Ability to make decisions in accordance with federal and local laws, policies, rules and regulations and other program guidelines.

Ability to organize data into logical format for presentation of reports, documents, or other written material.

Ability to conduct meetings and make formal presentations, expressing oneself clearly and concisely.

Ability to work and communicate effectively, orally and in writing, with the public, government officials (local and federal), court employees, and network agencies in a professional and courteous manner.

Ability to exercise discretion and confidentiality.

Ability to maintain records and reports.

**MINIMUM EXPERIENCE AND TRAINING:**

Graduation from a state accredited law school and admission to the practice of law in any of the U.S. States, Commonwealths or Territories with a minimum of 3 years of experience in either the legal profession, or legal administrative work for a government entity, or private employer involved in legal work.