

**Oregon Judicial Department
Program Coordinator 1
Knowledge, Skills, and Abilities (KSAs):**

- Knowledge of correct English usage, spelling, grammar, and punctuation
 - Knowledge of court operations and legal requirements, legal terminology, and court procedures
 - Knowledge of case flow, calendaring requirements and methods
 - Knowledge of methods of effective report writing
 - Knowledge of available community resources related to program issues
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- Skill in communicating effectively, orally and in writing, with a wide variety of people
 - Skill in being tactful and adept in dealing with a wide variety of people
 - Skill in explaining program requirements, guidelines, and procedures
 - Skill in using computers and computer systems to setup functions, run queries, enter or compile data, or process information
 - Skill in reviewing documents for accuracy and completion
 - Skill in performing court functions related to program operations
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- Ability to understand and follow oral and written instructions
 - Ability to understand and interpret information provided by individuals from differing socio-economic backgrounds
 - Ability to learn programs and administrative systems
 - Ability to organize and prioritize work
 - Ability to perform multiple tasks accurately, and in a fast-paced environment
 - Ability to present information to groups who may not be familiar with the court services or programs
 - Ability to adapt to changes in work expectations, processes, and technology