

# Judicial Support Associate II - City of Kirkland ( Job # 20-0070)

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Minimum Salary: **\$25.29 per hour**

Maximum Salary: **\$29.75 per hour**

Employment Type: Full Time

Department: Municipal Court

**Closes: October 07, 2020 at 5:00 PM**

(Open to current employees and the general public.)



Interested in applying for this position? [Click here.](#)

## **Summary**

Responsible for providing technical case flow maintenance to assure for the efficient operation of a high volume Municipal Court serving multiple jurisdictions. Provides for accurate direction, information, assistance and technical support to all levels of court customers including attorneys, prosecutors, law enforcement, defendants, victims, state agencies, etc. Researches and evaluates cases to determine correct course of action in accordance with laws, rules, court policies, and procedures. Applies understanding of legal requirements and advises parties regarding proper course of action. Accurately inputs case accounts receivable resulting from the assessment of fines, fees, court costs, restitution, posting of bail, etc. Serves as liaison between department of licensing, department of motor vehicles, collection company, state agencies, law enforcement, attorneys, etc.

## **Minimum Qualifications**

High school graduate or equivalency and three years work experience with the public.

One year bookkeeping/accounting experience and advanced PC proficiency

Minimum three years work experience with the public.

## **Preferred Qualifications**

One year JIS experience preferred.

Court monitoring and/or probation experience desired.

### **Hours of Work**

8:00 a.m. - 5:00 p.m., Monday - Friday. Flexible work schedule may be available.

### **Working Conditions & Physical Activities**

Work is performed in an office environment. Evening and/or weekend court sessions will require court clerk's attendance. Situations may involve interaction with hostile, belligerent, or mentally disabled customers, and exposure to hazardous situations.

### **Union Affiliation**

This position is represented by the American Federation of State, County, and Municipal Employees Union (AFSCME).

### **Selection Process**

Applicants who are invited to participate in the test and/or interview process will be notified by **phone** or **email**.

### **Location**

Municipal Court  
11740 NE 118th Street  
Kirkland, WA 98034

**The City of Kirkland is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, sexual orientation, religion, national origin, marital status, genetic information, veteran's status, disability, or any other basis prohibited by federal, state or local law.** Persons with a disability who need assistance in the application or testing process or those needing this announcement in an alternative format may call 425-587-3210 or Telecommunications Device for the Deaf 425-587-3111.

Note: In accordance with the Immigration Reform and Control Act of 1986, employment of persons hired by the City will be contingent upon presentation of acceptable documents verifying identity and authorization of employment in the United States.

**Questions and/or technical issues regarding the on-line application process should be directed to the City of Kirkland Human Resources Department at 425-587-3210.**