



King County

Invites Applications for the Position of:

Legal Administrative Specialist III

Apply online at <http://www.kingcounty.gov/jobs>

King County is committed to equity and diversity in the workplace. In addition, the county is committed to recruiting and maintaining a quality workforce that shares our guiding principles: collaborative, service-oriented, results-focused, accountable, innovative, professional and fair and just.

OPENING DATE/TIME: 11/07/13 12:00 AM (GMT -8:00)

CLOSING DATE/TIME: 11/20/13 04:30 PM (GMT -8:00)

SALARY: \$21.16 - \$26.82 Hourly \$1,692.80 - \$2,145.60 Biweekly

LOCATION: Multiple locations in King County

JOB TYPE: Career Service, Full Time, 40 hrs/week

DIVISION: Department of Judicial Administration

JOB NUMBER: 2013JF03490

SUMMARY:

The Department of Judicial Administration (DJA), also known as the Superior Court Clerk's Office, is an innovative, forward-looking agency using technology to help perform tasks better, more efficiently and reliably. DJA performs a variety of services for the Court, litigants, and general public. DJA's mission is to provide professional, high-quality Superior Court records services and justice system programs, while ensuring access to justice and integrity in the process.

DJA is seeking a **Legal Administrative Specialist III** who enjoys working on a variety of tasks, can switch gears at a moment's notice, works effectively with people from diverse backgrounds and works independently within the Caseflow and Court Clerk Division. There are **two** positions that are being filled with this recruitment – one is a **Lead** position and the other is a **Sealed and Compliance Coordinator** position.

The Caseflow and Court Clerk Division is comprised of the Manager, Caseflow

Supervisor, Probate and Audit Supervisor, Court Clerk Supervisor, Exhibit Room Supervisor, Court Recording Program Manager, 30 Courtroom Clerks, 3 Clerk Administrative Specialist and 21 Legal Administrative Specialists.

The Caseflow section is responsible for processing legal documents and data entry into DJA, Superior court and state information systems related to court cases. They are also responsible for managing and auditing cases pursuant to state and local rules. Successful candidates will review and process sealing and protective orders and documents; perform accuracy reviews of 21 staff; answer calls and letters from customers related to billings; monitor and process documents in special processing queues; and be the primary back-up to the section lead. The work requires independent judgment of complex and sensitive information in the processing of legal documents. Duties include researching specialized or technical legal information and providing program-specific information to members of the public, internal staff, and external agencies. It is essential that the candidate exhibit a high degree of professionalism, reliability and integrity.

WHO MAY APPLY: This position is open to King County career service employees and the general public.

WORK LOCATION: 516 3rd Avenue, King County Courthouse, Downtown Seattle. This position may be required to perform duties at any of our other locations (Maleng Regional Justice Center located at 401 4th Ave N, Room 2C Kent, Washington, or the Juvenile Clerk's Office located at 1211 East Alder Street, Seattle, WA).

MATERIALS REQUIRED TO APPLY:

- Completed King County employment application form
- Answers to the supplemental questionnaire
- A current resume
- A letter of interest describing how you meet or exceed the qualifications listed in the job announcement

Please note that you can attach multiple documents to your application. Your options are:

*Copy and paste one or more documents into the test resume section of the application.

*Attach multiple documents/files in the resume attachment section.

Contact Information: Please direct questions about this recruitment to Joy Fernandes at 206-477-0774.

JOB DUTIES:

Research, audit and analyze court cases and documents determining compliance with state and local rules and court orders.

Produce instructions and direction which comply with state and local court rules. Provide guidance to staff for problem solving various types of documents before processing

Respond to customer inquiries in a timely and professional manner.

Communicate effectively with co-workers and work in a team environment.

Communicate with various agencies, court personnel and public in a professional manner.

Perform data entry and specialized tasks with high speed and accuracy.

Ability to multitask; complete reports and daily assignments timely.

Attend meetings, take minutes, and represent the section at various internal meetings.

Cover a variety of assignments quickly moving from one task to the next and keeping co-workers informed on task status.

Ability to demonstrate punctual and reliable attendance.

Additional job functions for the Sealed and Compliance Coordinator position:

Review and process confidential documents according to state and local court rules, RCW's, and applicable department policies.

Apply appropriate security levels to court records.

Perform accuracy reviews and report findings to the supervisor.

Review and process non-compliant or faulty documents and provide information for billing.

Additional job functions for the Lead position:

Oversee the daily operations and work assignments of the section.

Monitor workload and report backlogs to supervisor.

Train case processing staff in section tasks and duties.

Organize, route, and order supplies as needed by caseflow section.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

High school diploma or equivalent.

Minimum of two years office experience or equivalent education performing a variety of responsible complex duties in an office or legal setting.

Minimum of two years providing customer service.

Demonstrated ability to use independent judgment and decision making.

Experience with court or legal procedures and terminology.

Knowledge of customer service etiquette requiring tact, discretion, and diplomacy.

Strong and effective oral and written communication skills.

Intermediate or advanced computer skills understanding Microsoft applications (Outlook, Word, Excel, and Windows).

Ability to work and make decisions in a team environment, and be a positive team member including: coordinating with the schedules of other staff; cooperating with other team members, possessing the ability to compromise and resolve issues with minimal direction; interpersonal skills.

Work independently with minimal guidance.

Exhibit flexibility and work professionally with all levels of staff.

Have strong ability to multi-task, adapt to changes, and perform under time pressure.

NECESSARY SPECIAL REQUIREMENTS:

No felony convictions in the last ten years.

Note: Online applications are preferred. However, if you cannot apply online, go to www.kingcounty.gov/jobs for other options.

If you need an accommodation in the recruitment process or an alternate format of this announcement, please inquire directly with the contact listed on the job announcement or the department's Human Resources Service Delivery Manager.

Legal Administrative Specialist III Supplemental Questionnaire

- * 1. Please indicate how many years of experience you have working in an office or legal setting.
 - No experience
 - Less than two years
 - Two years or more but but less than five years
 - Five years or more
- 2. Do you have experience working for the Department of Judicial Administration or Superior Court? If so please specify.
 - No
 - Judicial Administration
 - Superior Court
- * 3. Please indicate how many years of customer service experience you have.
 - No experience
 - Less than two years
 - Two years or more but less than five years
 - Five years or more
- * 4. Please describe your experience providing excellent customer service directly to the public, when you interacted with people from different cultural, social, and economic backgrounds. Be specific about the type of interaction and what methods you used to be effective.
- * 5. Please describe your experience working on tasks independently and using your own judgment.
- * 6. Please describe your knowledge of legal terminology, court rules/procedures; experience in a judicial environment.
- * 7. Please indicate your level of experience with Microsoft Outlook.
 - None
 - Beginner
 - Intermediate
 - Advance
- * 8. Please indicate your level of experience with Microsoft Word.
 - None
 - Beginner
 - Intermediate
 - Advance
- * 9. Please indicate your level of experience with Microsoft Excel.
 - None
 - Beginner
 - Intermediate
 - Advance
- * 10. Please rate your experience in handling a heavy workload in a fast paced work environment where accuracy and attention to detail were critical.
 - No experience

- Some experience
- Highly experienced

* 11. Please describe your experience in handling a heavy workload in a fast paced work environment where accuracy and attention to detail were critical and what skills you used to accomplish your task.

* 12. Please rate your organizational skills.

- Could use improvement
- Average
- Above average
- Excellent

* 13. Please tell us about a job situation where your organizational skills were important to completing a task and why.

* 14. Describe your experience in working in a professional work environment with little or no direct supervision. How did you resolve problems and what skills did you use in conflict resolutions with co-workers or the public?

* 15. Describe any experience that demonstrates your ability to work effectively with people from a wide variety of cultural, ethnic and economic backgrounds.

* 16. Your letter of interest describing how you meet or exceed the requirements for this position will be used to rate your writing skills. Please verify that you have attached the letter of interest.

- Yes
- No

* 17. This recruitment is for two positions. Please indicate the position you are applying for.

- Lead
- Sealed and Compliance Coordinator
- Both

* 18. If you indicated Sealed and Compliance Coordinator or Both in question #17 above, then please describe your ability to handle sensitive and confidential information in an employment setting and include examples of how you maintained confidentiality.

* Required Question