



## *Supreme Court Clerk's Office*

### **DOCKET SPECIALIST – PERSONAL RESTRAINT PETITION/CAPITAL CASE**

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#### **Scope of Responsibility**

- Responsible for the docketing of all procedural matters pertaining to personal restraint petitions, motions for discretionary review of personal restraint petitions and death penalty cases.
  - Performs critical tasks in the processing of cases, requiring a wide knowledge of the Washington court system in general, with specific expertise in appellate procedures.
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#### **Essential Activities**

- Dockets all pleadings on the court's case management system for personal restraint petitions, motions for discretionary review of personal restraint petitions from the court of appeals and death penalty cases. Insures that all pleadings are timely filed, served and comply with the Rules of Appellate Procedure.
- Tracks all aspects regarding Death Penalty cases from the time notice is received from the trial court, through the appeal process and to the federal level. Distributes crucial pleadings to the assignment Justices and their staff. Maintains rotation list for justice assignments in death penalty cases. Prepares the Death Penalty Status Report that is provided quarterly to the Court.
- Prepares letters and general orders at the direction of the Clerk, Deputy Clerk and Chief Justice for death penalty cases; and for en banc conference.
- Staffs Capital Counsel Qualification Committee. Prepares correspondence at the direction of the Committee chair, maintains list of qualified attorneys, prepares and distributes meeting minutes. Tracks attorney applications for qualified attorneys appointed to Capital Counsel Qualification list. Contact person for committee for judges, prosecutors and attorneys. Prepares orders for Court for appointment and replacements to committees.
- Maintains the reports that are filed as required by RCW 10.95.120. Provides copies of the completed reports to various attorneys, prosecutors and Deputy

## Essential Activities (Continued)

Clerk. Distributes report prepared by the Attorney General to the Justices, Commissioner and Office of Public Defense.

- Independently prepares agenda, compiles and assembles materials for en banc conference as directed by the Chief Justice. Following conference, takes en banc results, notes action to be taken on agenda items, prepares orders and routes results to the appropriate court personnel for action.
- Maintains records on all court rules at the direction of the Legal Services Manager for the Administrative Office of the Courts. Prepares orders for comment, adoption and emergency adoption of rules. Receives, routes and maintains files on comments; answers questions regarding status of pending rules, comments and history of past rules; maintains database on rules that have been adopted and notifies publishing companies, bar and other agencies of rules and changes.
- Ensures that orders that terminate review from the motion calendar are closed by either a mandate or certificate of finality in assigned case types.
- Responsible for tracking opinions to completion and notifying Legal Secretary when opinions are final and are ready for certificate of finality in assigned case types. Dockets cost bills, objections, motions for reconsideration, answers, attorney fee affidavits and certificates of finality in assigned case types.
- Monitors due dates and pulls files for consideration by the Commissioner's staff on motions for discretionary review and personal restraint petition cases. Advises Clerk or Deputy Clerk of overdue filings.
- Answers telephone inquiries from attorneys, general public, or state officials; ensures that various materials that may be requested are supplied. Maintains contact with the public and other officials as requested, receives and stamps legal documents on court matters, determines their compliance with court rules and distributes to appropriate Court personnel.
- Performs other work as required.

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## Key Competencies

- Knowledge of: court rules, policies and procedures, functions of the Supreme Court Clerk's Office; research methods and data collection techniques; office practices and procedures; English grammar and spelling; commonly used office equipment; Microsoft Word; legal terminology, forms and documents of appellate court procedures and the legal system; word processing techniques.

### Key Competencies (Continued)

- Ability to: work independently; organize and schedule own work load with minimal supervision; maintain confidentiality and be sensitive to problems and issues; communicate effectively both orally and in writing; operate word processing equipment; apply and interpret court rules; use good judgment in evaluating situations; maintain effective public relations; type rapidly and accurately; understand and follow written and oral instructions.
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### Qualifications and Credentials

- Associate of arts degree in legal secretarial science **AND**
- Five years secretarial/clerical experience, two years of which must in a legal environment.
- Appellate or superior court experience preferred.

**OR**

Graduation from high school **AND**

- Six years secretarial/clerical experience, four years of which must be in a legal environment. One year data entry experience required.
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### SALARY RANGE: 49

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12/2013 Revised  
2/08 Revised  
8/04 Revised  
6/01 Revised  
10/99 Revised  
2/98 Revised  
1/97 Revised