



CITY OF LYNNWOOD
invites applications for the position of:

Legal Specialist

An Equal Opportunity Employer

SALARY

Hourly
\$20.03 - \$25.35

OPENING DATE: 12/18/13

CLOSING DATE: 01/05/14 11:59 PM

SUMMARY:

Individuals assigned to this position are responsible for providing administrative support to the Court by performing clerical duties, customer service to citizens, processing legal documents, and assisting the prosecutor, public defender and defense attorneys. Duties include receipting of monies, public contact work on the telephone or over the counter, processing and maintaining court records, files and other legal documents, and staffing the courtroom. The position requires the application of considerable knowledge of court and general office practices and procedures.

ESSENTIAL FUNCTIONS

Includes but is not limited to such essential functions as listed below:

- Provide accurate information and assistance to all levels of court customers, including attorneys, prosecutors, outside law enforcement agencies, defendants, victims, state agencies, etc.
- Receive, process, and schedule motions. Process appeals, legal documents, FTA on citations, various reports, and requests for public information.
- Accurately research and evaluate cases to determine correct course of action in accordance with laws, rules, court policies and procedures.
- Provide customer service over the telephone, at the counter, or through correspondence. Responsibilities include maintaining confidentiality, tact and providing accurate information to the public, defendants, attorneys and other agencies about Municipal Court policies and procedures and schedules.
- Respond to telephone and counter inquiries, sort and route documents, and initiate correspondence responding to court-related inquiry or requested information.
- Maintain courtroom recording equipment, certification thereof and transcripts of all proceedings for appeal to superior court.
- Staff courtroom during sessions, record all proceedings; maintain recording logs, mark exhibits, and process orders of the court. Ensure accurate and timely case flow maintenance.
- Maintain accurate and complete records making required docket entries, prepares and processes orders for commitment and release, warrants, subpoenas, summonses, and other legal documents as ordered by the court.
- Receive payment of court fines, bail penalty assessments and fees; record and receipt payments according to established court procedures.
- Order, print, and mail time payment statements.
- Reconcile and balance cash box, including credit card payments.
- Prepare court calendars for criminal and traffic infraction cases; prepare case files for court sessions, ensuring appropriate documentation is in the file.
- Assist in the scheduling and coordination of jury trials, summoning

- jurors and notifying litigants.
- Arrange for time payments for fines, monitor payments and take appropriate action for delinquent payments in accordance with court policy.
- Process commitments, releases and referrals, and contact appropriate agencies.
- Monitor case dispositions for compliance with court orders.
- Perform primary filing of all papers, dockets, case files and case-related correspondence. Construct new files and retrieve documents as necessary.
- Process and forward traffic infraction dispositions to the Department of Licensing.
- Process notices to defendants of arraignment and hearing.

MINIMUM QUALIFICATIONS

High school diploma or equivalent and with one (1) year in a legal or law enforcement situation or an equivalent combination of related education and experience. Additional education is preferred. Familiarity with Word and Excel required, experience with DISCIS preferred. A valid state driver's license is required.

ADDITIONAL INFORMATION

This position is represented by Washington State Council of County and City Employees AFSCME / AFL-CIO; Local 3035, Council 2.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.ci.lynnwood.wa.us/Jobs>

OUR OFFICE IS LOCATED AT:

City of Lynnwood

PO Box 5008

Lynnwood, WA 98046-5008

425-670-5084

425 670-5000

tsloan@ci.lynnwood.wa.us

Job #2013-TS00268

LEGAL SPECIALIST

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Legal Specialist Supplemental Questionnaire

- * 1. Do you speak/understand another language other than English?
 - Yes
 - No
- * 2. If you answered yes, specify what language other than English that you are able to speak/understand. If you answered no, specify NA.
- * 3. Do you have any experience with the State Judicial Information System (JIS), DISCIS specifically?
 - Yes
 - No
- * 4. If you answered "yes" to the question above, explain what type of court hearings you have clerked. If you answered no, put n/a.
- * 5. Do you have any experience working in the courtroom as a clerk?

Yes

No

* Required Question