EMPLOYMENT OPPORTUNITY

☐ This recruitment is available only to Thurston County employees and individuals on the recall/rehire list.

☒ This recruitment is open to the public.

POSITION TITLE:	Court Assistant I (2 positions)	**DEPARTMENT:**	District Court
CLOSING DATE:	January 10, 2014, 5 p.m.	**POSITION #:**	0134-07-R-00195 0134-07-R-00196
SALARY RANGE:	$3,061 - $4,072 / month	**FTE:**	2.0
EMPLOYMENT TYPE:	Regular Full-Time	**ELIGIBLE FOR BENEFITS:**	Yes
CONTACT PERSON:	Theresa Ewing, District Court Administrator	**PHONE #:**	(360) 786-5225
UNION:	Yes		

SUMMARY OF DUTIES:
Responsibilities encompass a wide variety of clerical activities associated with case processing and requires technical knowledge in aspects of Court operations. Identifies customer needs, explains court procedures and protocols, responds to requests and asks questions to elicit information from customers in order to assist them in identifying and obtaining required forms and documents. Reviews incoming documents for completeness and processes according to established procedures. Verifies documents for accuracy identifying inconsistency with statutes and assists customers with technical information for compliance. Assists the public including attorneys, law enforcement, court and community agencies by answering inquiries, explaining detailed regulations, procedures and complex requirements of the judicial process. Analyzes case specifications and assists in the selection of appropriate mandatory forms required to proceed in court. Evaluates customer's need for domestic violence, harassment and/or restraining orders and assists customers in the preparation of documents for emergency matters. Issues warrants, summons, subpoenas, notices and hearings, writs of garnishments, and other legal documents as ordered by the Court. Files and records legal documents with the appropriate officials and agencies; distributes orders and reports as required. Verifies and receipts legal financial obligations, bail, PR slips, judgments, court fines and fees ensuring monies are recorded per statutes. Posts cash receipts and balances cash register using accounting practices and procedures. Reviews and inputs pertinent case information into statewide database. Identifies appropriate RCWs, court rules and procedures before entering judgments. Tracks and monitors files as prescribed and closes files according to policies and procedures. Retracts arrest warrants, adjudicates FTAs, extends payment dates on time payment plans. Sets up and monitors case files to assure timely action or review. Tracks, logs and monitors activities of cases processed. Generates reports and provides information to affiliated agencies for program compliance. Provides information to agencies requesting specific defendant information and case disposition. Assists with the preparation of Court calendar (dockets) and assembles case documentation for court hearings. May serve as backup to other department support positions. Performs other duties as assigned. Ability to bend, stretch or reach, and lifting and carrying of items weighing up to 30 lbs is essential.

QUALIFICATIONS:
High School Diploma or GED, and two years of progressively responsible clerical support experience in a court or legal environment and customer service experience or training. Typing speed of 45 wpm and ability to utilize a personal computer and related software packages to perform word processing, analysis, information retrieval and tracking, and other essential job functions.

DESIRED SKILLS:
Associates degree in law, business or other related field; Paralegal certification; or legal certificate. Knowledge of bookkeeping principles and practices. Current Washington State Driver's License or have requested and obtained an appropriate accommodation.

SELECTION PROCESS:
To be considered for this position, please submit the following:

☒ Application
☐ Supplemental Questionnaire
☐ Disclosure Form
☒ Letter of Interest
☒ Resume

Submit application package to: Thurston County Information Desk, 2000 Lakeridge Dr. SW, Olympia, WA 98502. Application package must be received by 5 p.m. on the closing date listed above. Postmarks will not be accepted. Electronically submitted application packages will not be accepted.

APPLICATION INSTRUCTIONS:
A separate application must be fully completed for EACH POSITION for which you are applying. Resumes may be used to supplement an application, but may not be used in lieu of completing the application form. Copies of applications will be accepted only with an original signature. If a supplemental questionnaire is required, it must be submitted with your Thurston County application by the closing date. Applications are available online at www.co.thurston.wa.us. Applicants selected for interviews and/or testing will normally be called or otherwise notified within two weeks following the closing date on the employment bulletin. If you do not receive notification during this time period, you should assume you were not selected to be interviewed and will not be considered further for this position. Due to the large number of applicants for most positions, unsuccessful applicants are generally not notified.