



King County

Invites Applications for the Position of:

Administrative Assistant - Office of the Presiding Judge

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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: 01/31/14 12:00 AM (GMT -8:00)

CLOSING DATE/TIME: 02/10/14 04:30 PM (GMT -8:00)

SALARY: \$25.36 - \$32.23 Hourly

LOCATION: King County Courthouse - 516 3rd Ave, Seattle

JOB TYPE: Regular, Full time, 40 hrs/week

DIVISION: King County District Court

JOB NUMBER: 2014AM03651

SUMMARY:

Scope of Responsibility:

This position is responsible for a wide range of administrative support for the Office of Presiding Judge for King County District Court (KCDC). Primary duties include: assigning interpreters to all interpreter jobs created by KCDC; verifying all interpreter invoices and vouchering for payment; recruiting new interpreters; training as necessary for interpreters; obtaining randomly selected qualified jurors for KCDC jury trials and inquests; act as the administrator for the KCDC interpreter web application and KCDC Jury System. Other duties may include: assisting public at front counter; opening and distributing mail; and serving as backup for other positions.

King County District Court Profile: King County District Court is the largest court of limited jurisdiction in the State of Washington and is currently responsible for processing approximately 250,000 matters per year. The Court is a leader in many areas involving public safety and access to justice, including the use of problem solving courts, jail alternative programs, technology and judge-managed probation services. Thirteen cities contract with King County for municipal court services. The Court is administered by the Chief Administrative Officer and the Leadership Team who are all committed to excellence. King County District Court takes pride in providing quality public service in a cost-effective and efficient manner.

Who may apply: This position is open to all qualified applicants.

Work schedule: This is a full time, benefit-eligible position, working a 40 hour work week.

Work location: Office of the Presiding Judge, W1034 516 Third Avenue, Seattle WA 98104.

Additional materials required: please attach (1) a resume, and (2) a letter of interest that describes how you meet or exceed the requirements of this position.

NOTE: Failure to complete all sections of the application and include all required materials may result in the rejection of your application. Statements such as “see resume” do not substitute for completing or submitting any portions of the application.

JOB DUTIES:

- Effectively handles communications with high-level public and private officials.
- Maintains schedules, sets meetings, and resolves appointment conflicts.
- May act as back-up for other positions within the Office of the Presiding Judge.
- Answers incoming phone calls, responds to questions, takes messages, routes and screens information as appropriate and maintains Juror Hotline.
- Gathers, organizes and prepares reports and data for inclusion in reports as requested.
- Organizes, updates and maintains files.
- Handles complex issues, questions and sensitive situations.
- Assists in the formulation and implementation of court policies, rules, guidelines and procedures and assures proper application with interpreter/jury areas.
- Acts as liaison to Superior Court for interpreter and jury matters.
- Processes juror summons questions, acceptance and exemption requests.
- Provides locations with jury lists.
- Acts as liaison to accounts payable on interpreter vouchers and jury cost bills.
- Fills unassigned interpreter jobs.
- Recruits new interpreters.
- Has the ability to maintain regular attendance.
- Performs other duties as assigned.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

- A high school diploma/GED AND: Five years of office clerical or administrative experience covering a broad range of increasingly complex issues.
- Experience in a fast-paced, changing environment desired.
- Possess excellent customer service skills and the ability to maintain poise and composure under pressure, recognizing this is a public service position.
- Ability to plan, organize, and coordinate work.
- Ability to establish and maintain effective working relationships both within and outside of the Court.
- Ability to gain proficiency working with court case management system, KCDC interpreter web application and KCDC jury application.
- Ability to use tact and discretion, and maintain confidentiality.
- Proficiency in the use of MS Office Suite including Access, Excel and Word.

- Excellent verbal and written communication skills including proper English usage, punctuation and grammar.
- Knowledge of filing systems and the skills to maintain them.
- Ability to perform detailed tasks, prioritize multiple work assignments and meet deadlines.
- Ability to work as part of a team.
- Knowledge of policies, procedures and laws pertaining to the use of interpreters and jurors in the State of Washington.

SUPPLEMENTAL INFORMATION:**Selection Process:**

Application materials will be screened for relevant experience, qualifications, knowledge and skills, and the most competitive candidates will be invited for further testing and possible interviews.

Any employment offer will be contingent upon the results of a criminal background investigation and fingerprinting.

If you have questions regarding this position, please call Aaron Moe at 206.477.3259 , or send email to aaron.moe@kingcounty.gov.

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.