



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: Judicial Assistant	DEPARTMENT: Superior Court
CLOSING DATE: February 7, 2014, 5 p.m.	POSITION #: 0326-06-R-00159
SALARY RANGE: \$3,721.00 - \$4,949.00 / month	FTE: 1.0
EMPLOYMENT TYPE: Regular Full-Time	ELIGIBLE FOR BENEFITS: YES
CONTACT PERSON: Judge Carol Murphy	PHONE #: (360) 867-2998
UNION: NO	

SUMMARY OF DUTIES:

The closing date for this employment opportunity has been extended from January 31, 2014 to February 7, 2014.

Implements and manages complex programs for Case Tracking Systems, Differential Case Management and Unified Family Court cases. Coordinates and schedules criminal, civil, family law and juvenile cases after initial filing through trial to case completion and maintains the master calendar. Reassigns cases in event of recusals, affidavits of prejudice and other conflicts of any nature in all case types. Performs confidential administrative assistance to Superior Court Judges, Court Commissioners, visiting and retired judges, to the Criminal Master Calendar, the Drug Court Program, the Judicial Administrative Officer and the Unified Family Court Program.

QUALIFICATIONS:

Associated Arts degree in paralegal studies or other related field; and six years of progressively responsible clerical/secretarial experience, four years of which must have been in a legal or court environment. Must have two years of experience managing a major project demonstrating the ability to work independently and make responsible decisions; and a background in legal terminology, trial calendar terminology and judicial procedures. Must have demonstrated experience in modern office methods and procedures.

Ability to communicate effectively both orally and in writing with superiors, subordinates, other organizations, attorneys and the general public. Ability to assist co-workers with specific case processing procedures and policies.

Must type at a minimum of 65-70 wpm with strong computer operating and multiple software skills, experience and knowledge in computer equipment and database programs, and the ability to transcribe from recorded systems.

Licensed as Notary Public.

DESIRED SKILLS:

Knowledge of: organization and operation of the Washington State Court System; procedures and practices within courts of general jurisdiction; techniques of effective program management; problem solving techniques; communication skills and methods; legal terminology and phraseology; legal references and their use; office practices and procedures; techniques of correspondence and report writing; community resources; word processing techniques; and correct spelling, punctuation and grammar.

Ability to: work independently with minimal instruction; maintain confidentiality; understand and follow written and oral instructions; speak and write effectively; prepare reports and correspondence independently; plan and coordinate numerous program activities and special projects; learn, apply and interpret policies and procedures; use good judgment in evaluating situations and making decisions; work well with others; maintain effective public relations; and obtain cooperation of other individuals.

SELECTION PROCESS:

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

- | | |
|---|--|
| <input checked="" type="checkbox"/> Application | <input checked="" type="checkbox"/> Letter of Interest |
| <input checked="" type="checkbox"/> Supplemental Questionnaires (2) | <input checked="" type="checkbox"/> Resume |
| <input type="checkbox"/> Disclosure Form | |

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.



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JUDICIAL ASSISTANT

Supplemental Questionnaire

Please note that there are no set guidelines for the length of your response but please do not exceed a maximum of five pages and there is no right or wrong answers. This information will be used by the Thurston County Superior Court to better assess your overall suitability and match for the position of Judicial Assistant, and will be combined with other information such as career history and accomplishments.

1. Please describe your experience in general civil litigation including your knowledge of the various types of documents, pleadings, etc. necessary to the litigation process. Share your knowledge of case scheduling, alternative dispute resolution and, court rules.
2. Please describe your experience with criminal litigation including your knowledge of the various types of documents, pleadings, etc. necessary to the litigation process. Share your knowledge of criminal case time lines and the most significant court rules affecting management of these types of cases.
3. Please describe your experience in family and juvenile law and litigation including your knowledge of various types of documents, pleadings, etc. necessary to the litigation process. Share your knowledge of case scheduling, alternative dispute resolution and, court rules.



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Second Supplemental Questionnaire

The questions below are intended to assist the Court in assessing overall suitability for employment. An arrest, charge or conviction of either a misdemeanor or a felony is not a bar to employment.

Have you ever been held, arrested, charged or convicted by federal, state, or other law enforcement authorities for violation of any federal law, state law, county or municipal law, regulation or ordinance?

If you answered yes, please provide details. (Do not include traffic violations for which a fine of a \$150.00 or less was imposed.)

Have you been the subject to a court restraining order, including but not limited to a domestic violence order for protection, unlawful harassment protection order, criminal no contact order or other no contact orders? Have you been subject to a child support collection action?

If you answered yes to either question please provide the details: _____
