

OPEN



JUDICIAL ASSISTANT

Posting No. 14-029

**SPOKANE
COUNTY
HUMAN
RESOURCES
DEPARTMENT**

EMPLOYMENT OPPORTUNITY

OPENING DATE: February 12, 2014
CLOSING DATE: February 28, 2014; 4:30 p.m.
FLSA STATUS: Exempt

SALARY RANGE: \$3,615 – \$3,705/month
DEPARTMENT: Superior Court

WHO MAY APPLY (OPEN)

This recruitment is open to all applicants meeting the minimum requirements.

HOW TO APPLY

Submit the following required materials:

- Spokane County Employment Application
- Resume
- Cover Letter
- References

FAILURE TO SUBMIT THE REQUIRED MATERIALS LISTED ABOVE, MAY ELIMINATE YOUR APPLICATION FROM CONSIDERATION.

EXAMPLES OF DUTIES

Coordinates, plans and manages complex and varied database applications and programs for the calendaring and case flow functions for the Court Department.

Serves as primary liaison for counsel and parties regarding matters assigned to Court Department. Independently reviews, analyzes, prioritizes and responds to requests for Court assistance.

Provides information to attorneys and pro se litigants regarding case status and disposition.

Reviews incoming case material for potential conflicts of interest, ex parte communications and other confidential matters. Prepares correspondence and schedules status conferences or court hearings as appropriate.

Drafts Orders and related court documents as directed.

Manages, tracks and maintains information regarding pending caseload and prepares tracking reports. Evaluates case status, recommends and/or implements appropriate action.

Reviews assigned cases to assist the Judge in determining priority for trial, and coordinates with the Superior Court Administration regarding brokering overflow matters.

Insures compliance with and manages pretrial and trial requirements.

Modifies status of cases on case management system based on information received from parties.

Responsible for caseload follow up to ensure timely completion and resolution of assigned cases.

Serves as liaison with the media and the public on any matters that are of media interest. Directs activities to ensure compliance with media protocol issued by the court.

Supervises jury activity with full responsibility for assuring the comfort and department of jurors assigned to the judicial department. This includes, but is not limited to issues of communication, security, illness, reasonable accommodation, emergency matters, meals, sequestering, and personal concerns that could affect the parties right to a fair trial. Acts as liaison between the judge and jurors during and following active juror service.

Operates electronic recording and communication systems for official court proceedings.

Maintains confidentiality of all sensitive reports, correspondence, conversations, special inquiries, closed proceedings or other confidential matters.

Coordinates security measures and transport of in-custody defendants with Courthouse Security, the Court Administrator's Office, the Sheriff's

See other side for important additional information

1229 WEST MALLON, SPOKANE, WA 99260-0230

Phone: (509) 477-5750 • TDD Available • JOB HOTLINE: (509) 477-JOBS www.spokanecounty.org

EQUAL OPPORTUNITY EMPLOYER

DRUG FREE WORK ENVIRONMENT

Department and/or the Department of Corrections.

Provides other confidential administrative support for the judge.

Performs other related duties as assigned.

MINIMUM REQUIREMENTS

TRAINING AND EXPERIENCE: AA degree from an accredited college in legal support professional, paralegal or related field and 2 years related experience, such as a legal secretary or paralegal in a legal field or court environment. Additional experience may be substituted, year for year, for education.

LICENSE: Possession of or ability to obtain a valid Washington State driver's license if required by the position.

SELECTION FACTORS

Knowledge of:

- the practices, procedures and policies of calendaring, case flow management and jury management.
- related laws, codes, and court rules governing pertinent functions of the judicial system.
- computer applications and utilization in a court environment.

Ability to:

- handle sensitive and confidential matters and situations.
- receive, prioritize and fulfill directions from the court and be entirely responsible for completion of assigned tasks in a reliable, accurate and timely fashion.
- perform a variety of independent research and analysis activities.
- exercise initiative and judgment, and work independently with little or no direction.
- communicate effectively, both orally and in writing.

All information submitted in the application and in any attachments or supporting documents must be true, correct, and complete. Providing false or incomplete statements will be justification for termination or refusal of employment. All application materials are due by 4:30 p.m. on the closing date. Postmarks will not be accepted.

NOTES

For some positions, joining the Union may be a condition of employment pursuant to the exception as noted in RCW 41.56.122(1) and any other rights afforded by law. Changing bargaining units within the county work force may incur a change in the employee's benefits.

Spokane County is an "at will" employer. All positions are considered "at will" or "at the pleasure" of the hiring authority unless specified otherwise in specific labor agreements. Such positions can be terminated with or without cause at any time by the hiring authority. No employee of Spokane County has the authority to make any oral or written agreement altering any "at will" relationship.

Spokane County strives to satisfy all requests for reasonable accommodation from persons with disabilities. Requests for accommodations should be made in advance and addressed to the Human Resources Director at 477-5750.

- establish and maintain effective work relationships with judges, attorneys, agencies, the media, other County employees and the public.
- work efficiently and effectively under stressful circumstances.
- operate computer equipment to utilize word processing and data base programs in the court environment.
- accomplish multiple tasks simultaneously.

BEHAVIORAL STANDARDS

Respectful and courteous to customers, workers and County leadership. A team player that helps the organization meet its objectives. Takes initiative to meet work objectives. Effectively communicates with customers and other County employees. Friendly and respectful to customers and other County employees. Gets along with co-workers and managers. Positively represents the County, maintaining the trust County residents have placed in each of us. Demonstrates honest and ethical behaviors consistent with the same standard of fidelity and diligence as judicial officers.

SELECTION PROCESS:

Initial screening will be based solely on the information contained in your Spokane County Employment Application. If you meet the minimum requirements, the hiring authority may review your qualifications as presented in your application materials. The hiring authority may interview top candidates. This process subject to change.

