



SNOHOMISH COUNTY
invites applications for the position of:
Judicial Operations Assistant I, Court
Operations

SALARY: \$16.88 - \$22.75 Hourly
\$2,925.54 - \$3,942.58 Monthly
\$35,106.48 - \$47,310.96 Annually

**OPENING
DATE:** 03/28/14

**CLOSING
DATE:** 04/13/14 11:59 PM

DESCRIPTION:

To learn all aspects of computerized, manual and auditory recording of courtroom operations.

The hiring process may include one or more (but is not limited to) of the following: application review and evaluation, performance/audio tests, written tests, oral board examinations, supplemental questionnaires scoring, and/or interviews at the discretion of the hiring managers.

JOB DUTIES:

STATEMENT OF ESSENTIAL JOB DUTIES

Uses paralegal or legal training to prepare the following: computer generated contemporaneous minutes and exhibit indexes in a courtroom setting; processes, indexes and files legal documents.

Assists general public in person, on the phone or in writing by answering basic questions concerning court procedures, court services, jury processes and locating information.

Acts as liaison to judges and court commissioners for the Clerk's Office. Researches, sorts, routes, documents and prepares and types correspondence.

STATEMENT OF OTHER JOB DUTIES

May perform other clerical duties as assigned.

Performs related duties as directed.

MINIMUM QUALIFICATIONS:

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One (1) year experience in legal field; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities.

Ability to type 45 wpm. **Certified typing exam must be submitted with application in order to be considered.**

Word processing, data entry, or personal computer experience required.
Must pass job related tests.

ADDITIONAL INFORMATION:

KNOWLEDGE AND ABILITIES

Knowledge of:

standard office procedures and practices;

general legal terminology.

Ability to:

progress satisfactorily through and successfully complete the required training program; accurately perform assigned tasks;

access, input, and retrieve information from computer;

learn, interpret and apply laws, rules, codes and procedures governing document processing;

understand and execute complex oral and written instructions;
accurately process data;

communicate effectively with customers, clients, or the public using a telephone, in a face to face one to one setting, and in writing;

operate office and courtroom equipment;

establish and maintain effective work relationships with superiors, peers, associates and the general public;

work effectively under pressure and cope with stressful situations calmly.

PHYSICAL REQUIREMENTS

Occasionally the incumbents experience highly stressful situations in the process of resolving problems of an immediate nature, (i.e., facing irate citizens dissatisfied with information received, and action taken or to be taken).

SUPERVISION

The employee reports to an administrative superior as assigned. The employee receives specific instructions for virtually all assignments and the work is reviewed for completeness and accuracy or the employee performs tasks which have inherent checks built into the nature of the work.

WORKING CONDITIONS

The work is performed in a courtroom and/or the usual office environment.

SELECTION PROCESS

Qualified applicants will be asked to come in and take written and audio tests. The minimum passing score is 70%. Candidates who receive a passing score will be ranked and the top candidates will be asked to come in for an interview.

Applications must be submitted online. [Click here](#) or visit www.snoco.org, go to "Doing Business" and click on "Jobs", then look for [Judicial Operations Assistant](#) to apply for this position.