



**SNOHOMISH COUNTY**  
invites applications for the position of:

## **Judicial Process Assistant II, Clerk's Office Juvenile Division**

**SALARY:** \$18.01 - \$21.89 Hourly  
\$3,121.53 - \$3,793.62 Monthly  
\$37,458.36 - \$45,523.44 Annually

**OPENING DATE:** 08/14/14

**CLOSING DATE:** 08/24/14 11:59 PM

### **DESCRIPTION:**

To process legal documents and records in civil, criminal, domestic relations, probate, adoptions and mental illness matters.

### **SELECTION PROCESS:**

1. Receive Application
2. Minimum Qualification Screening
3. Supplemental Scoring
4. Interview
5. Second Interview may be conducted at Management's discretion
6. Criminal Background Check
7. Reference check and credential verification
8. Job offer made to selected candidate

**Certified typing exam must be submitted with application in order to be considered.**

### **JOB DUTIES:**

#### STATEMENT OF ESSENTIAL JOB DUTIES

1. Receives, interprets, docket, secures and retrieves documents filed in Snohomish County Superior Court including pleas, verdicts, sentences, bonds, warrants affidavits, writs, judgments, orders, motions, show cause, exhibits, depositions and court reporter notes.
2. Prepares and processes legal documents, notices and necessary forms in compliance with statutes, court rules and office procedures.
3. Performs verification or computation of data, fees or payments in legal documents such as criminal cost bills and judgments.
4. Assists the general public, attorneys and judges in person, on the phone or in writing by answering technical questions concerning court procedures.
5. Identifies and accurately enters into an automated accounting system all monies received for Superior Court and reconciles daily cash receipts.
6. Is trained in and performs records procedures listed in the Judicial Records Trainee job description when work site is Clerk's Office at Denny Youth Center (Juvenile Division).

#### STATEMENT OF OTHER JOB DUTIES

1. Performs related duties as required.
2. May perform other duties as assigned.

**MINIMUM QUALIFICATIONS:**

One (1) year experience in legal clerical work or document processing; OR, completion of an accredited legal assistant program with course work relevant to the position; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities AND successful completion of on-the-job training. Prior data entry experience is strongly preferred. Typing of forty (40) wpm required. Must pass job related tests.

**ADDITIONAL INFORMATION:**KNOWLEDGE AND ABILITIES

Knowledge of:

- Clerk's office practices and procedures (as assigned);
- standard office practices and procedures and commonly used equipment;
- legal terminology, documents and basic document processing procedures;
- superior court rules and procedures, laws and regulations;
- proper English, spelling, grammar, punctuation and word usage.

Ability to:

- accurately and timely manage a high volume of work;
- make consequential work decisions in accordance with laws, regulations, court policies and procedures;
- read, interpret and apply laws, rules, codes and procedures governing document processing;
- understand and execute complex oral and written instructions;
- communicate effectively and courteously with people of all ages and from a variety of cultural, economic and ethnic backgrounds;
- maintain all ethical and professional standards of the office and county;
- observe strict confidentiality regarding all information obtained in course of employment;
- produce work product that meets professional standards of quality, neatness, accuracy and promptness;
- operate a computer terminal and data entry and retrieval programs;
- establish and maintain effective and professional work relationships with superiors, peers, associates and the general public;
- operate standard office equipment including telephones, keyboards, computers and calculators;
- maintain professional appearance;
- interact with distraught or difficult individuals.

PHYSICAL REQUIREMENT

- Heavy lifting up to fifty (50) pounds is a fundamental aspect of the position.
- Physical stamina to work on feet for majority of workday is also a job requirement.
- Must be able to comfortably reach and grasp objects a minimum of seventy-four (74) inches above the floor.

SUPERVISION

Employees receive general supervision from an administrator as assigned. Assignments generally describe what is to be done, the quantity of work expected, and any deadlines which are to be met. The employee carries out recurring assignments on his/her own initiative and receives additional specific instructions for new or unusual assignments. Work may be spot-checked to ensure timely completion and accuracy.

WORKING CONDITIONS

The work is performed in the usual office environment.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.snohomishcountywa.gov/2553/Job-Listings>

Position #2014 Aug #2180  
JUDICIAL PROCESS ASSISTANT II, CLERK'S OFFICE JUVENILE  
DIVISION  
SP

3000 Rockefeller Ave M/S 503  
Everett, WA 98201  
(425) 388-3411

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### Judicial Process Assistant II, Clerk's Office Juvenile Division Supplemental Questionnaire

- \* 1. Following are a series of supplemental questions which are part of the hiring process designed to assess your job related experience and qualifications. Please note that as part of the screening process your responses will be reviewed in conjunction with your general online application. The employment history detailed in your general application must validate/support your responses to the supplemental questions. If your responses cannot be validated, you will not proceed to the next steps of the review/selection process. A resume may be submitted, but it will not substitute for the general online application or supplemental questions; responses such as "see resume" may not be considered. Do you understand that your responses to the supplemental questions for this position must be supported by your general application/work history detail?
  - Yes
  - No
- \* 2. Do you have at least one (1) year experience in legal clerical or document processing work OR completion of an accredited legal assistant program with course work relevant to this position OR any equivalent combination of training and/or experience that provides the required knowledge and abilities?
  - Yes
  - No
- \* 3. Are you able to lift fifty (50) pounds?
  - Yes
  - No
- \* 4. Are you able to comfortably reach and grasp objects a minimum of seventy-four (74) inches above the floor?
  - Yes
  - No
- \* 5. How many years experience do you have with daily personal service to customers both in person and on the telephone?
  - None
  - Less than one year
  - One year to less than two years
  - Two years to less than three years
  - Three years to less than five years
  - 5 years or more
- \* 6. This position requires daily personal service to customers both in person and on the telephone. Please describe in the box below your experience with high volume in-person contact with customers. Be specific and provide a detailed response that can be verified by the information provided in your employment application. Please DO NOT paste your resume in the box below. Comments of "please see above", "see resume" or similar responses will not be considered.
- \* 7. How many years experience do you have with receipting - including cash handling, processing debit and credit cards, and balancing and reconciling a cash drawer?
  - None
  - Less than 1 year

- One year to less than two years
  - Two years to less than three years
  - Three years to less than five years
  - 5 years or more
- \* 8. This position requires cashiering experience. Please describe your experience with receipting - including cash handling, processing debit and credit cards, and balancing and reconciling a cash drawer. Be specific and provide a detailed response that can be verified by the information provided in your employment application. Please DO NOT paste your resume in the box below. Comments of "please see above", "see resume" or similar responses will not be considered.
- \* 9. How many years experience do you have working within the parameters of statutes, court rules, and procedures?
- None
  - Less than one year
  - One year to less than two years
  - Two years to less than three years
  - Three years to less than five years
  - 5 years or more
- \* 10. This position requires experience working within the parameters of statutes, court rules, and procedures. Describe your experience in this area. Be specific and provide a detailed response that can be verified by the information provided in your employment application. Please DO NOT paste your resume in the box below. Comments of "please see above", "see resume" or similar responses will not be considered.
- \* 11. How many years experience do you have with data entry?
- None
  - Less than one year
  - One year to less than two years
  - Two years to less than three years
  - Three years to less than five years
  - 5 years or more
- \* 12. This position requires extensive knowledge work in the area of data entry. Describe your data entry experience. Be specific and provide a detailed response that can be verified by the information provided in your employment application. Please DO NOT paste your resume in the box below. Comments of "please see above", "see resume" or similar responses will not be considered.
- \* 13. How many years experience do you have working in a position that required you to simultaneously work quickly and accurately?
- None
  - Less than one year
  - One year to less than two years
  - Two years to less than three years
  - Three years to less than five years
  - 5 years or more
- \* 14. This position requires a high rate of attention to detail and accuracy, as well as the ability to multi-task in a high-volume environment. Describe your experience working in a position that required you to simultaneously work quickly and accurately. Be specific and provide a detailed response that can be verified by the information provided in your employment application. Please DO NOT paste your resume in the box below. Comments of "please see above", "see resume" or similar responses will not be considered.

- \* 15. Applicants for this position are required to submit a typing certificate to demonstrate they meet the minimum typing requirements (40 net wpm). CANDIDATES WHO FAIL TO PROVIDE A TYPING CERTIFICATE TO THIS APPLICATION WILL BE DISQUALIFIED FROM THE HIRING PROCESS. The Snohomish County Clerk's Office will not be administering typing tests to candidates. Certification may be in the form of a certificate, letter, or other test result verification and MUST clearly state the following: a. Your name. b. Name of the issuing agency, agency's official emblem, address and telephone number. Certificates may be obtained from a business or public school/college; job training center; employment agency or other related agency. c. The date of your test. The test must be dated within 6 months. d. Net typing speed of the test. The minimum net typing requirements for this position are stated on the job announcement (40 net WPM). f. Signature of person verifying the certificate. Applications for this position that do not have a certified copy of a typing speed test attached will not be considered further. Listed below are examples of local agencies that provide typing certificates for your convenience; however, you are free to obtain certificates from other accredited schools or agencies, so long as they meet the above requirements. Internet typing tests will not be accepted. WorkSource Everett Everett Station 3201 Smith Avenue, Room 330 Everett, WA 98201 425-258-6300 Edmonds Community College 20000 68th Avenue W. Lynnwood, WA 98036 425-640-1792 PLEASE SELECT "YES" IF YOU UNDERSTAND THIS REQUIREMENT AND HAVE ATTACHED A COPY OF YOUR TYPING TEST CERTIFICATION TO THIS APPLICATION.

Yes

No

\* Required Question