



THURSTON COUNTY
invites applications for the position of:

Court Assistant I

SALARY: \$3,061.00 - \$4,072.00 Monthly

OPENING DATE: 10/25/14

CLOSING DATE: 11/07/14 05:00 PM

SUMMARY OF DUTIES:

Responsibilities encompass a wide variety of clerical activities associated with case processing and requires technical knowledge in aspects of Court operations. Identifies customer needs, explains court procedures and protocols, responds to requests and asks questions to elicit information from customers in order to assist them in identifying and obtaining required forms and documents. Reviews incoming documents for completeness and processes according to established procedures. Verifies documents for accuracy identifying inconsistency with statutes and assists customers with technical information for compliance. Assists the public including attorneys, law enforcement, court and community agencies by answering inquiries, explaining detailed regulations, procedures and complex requirements of the judicial process. Analyzes case specifications and assists in the selection of appropriate mandatory forms required to proceed in court. Evaluates customer's need for domestic violence, harassment and/or restraining orders and assists customers in the preparation of documents for emergency matters. Issues warrants, summons, subpoenas, notices and hearings, writs of garnishments, and other legal documents as ordered by the Court. Files and records legal documents with the appropriate officials and agencies; distributes orders and reports as required. Verifies and receipts legal financial obligations, bail, PR slips, judgments, court fines and fees ensuring monies are recorded per statutes. Posts cash receipts and balances cash register using accounting practices and procedures. Reviews and inputs pertinent case information into statewide database. Identifies appropriate RCWs, court rules and procedures before entering judgments. Tracks and monitors files as prescribed and closes files according to policies and procedures. Retracts arrest warrants, adjudicates FTAs, extends payment dates on time payment plans. Sets up and monitors case files to assure timely action or review. Tracks, logs and monitors activities of cases processed. Generates reports and provides information to affiliated agencies for program compliance. Provides information to agencies requesting specific defendant information and case disposition. Assists with the preparation of Court calendar (dockets) and assembles case documentation for court hearings. May serve as backup to other department support positions. Performs other duties as assigned. Ability to bend, stretch or reach, and lifting and carrying of items weighing up to 30 lbs. is essential.

QUALIFICATIONS:

High School Diploma or GED, and two years of progressively responsible clerical support experience in a court or legal environment and customer service experience or training.

Typing speed of 45 wpm and ability to utilize a personal computer and related software packages to perform word processing, analysis, information retrieval and tracking, and other essential job functions.

DESIRED SKILLS:

Associates degree in law, business or other related field; Paralegal certification; or legal certificate.

Knowledge of bookkeeping principles and practices.

Current Washington State Driver's License or have requested and obtained an appropriate accommodation.

Bi-lingual Preferred.

OTHER POSITION RELATED INFORMATION:

Contact Person: Theresa Ewing (360) 786-5225

This position is:

- Represented by a Union
- Eligible for benefits
- Classified as eligible for overtime under the Fair Labor Standards Act (FLSA)

Items required for consideration:

- Application
- Letter of Interest
- Resume

APPLICATIONS MAY BE FILED
ONLINE AT:
<http://www.co.thurston.wa.us/hr/index.htm>

Position #07-R-00194
COURT ASSISTANT I AA

Thurston County
Olympia, WA 98502 (360) 786-5498
