



King County

Invites Applications for the Position of:

Sealed and Compliance Coordinator

Apply online at <http://www.kingcounty.gov/jobs>

King County is committed to equity and diversity in the workplace. In addition, the county is committed to recruiting and maintaining a quality workforce that shares our guiding principles: collaborative, service-oriented, results-focused, accountable, innovative, professional and fair and just.

OPENING DATE/TIME: 11/07/14 12:00 AM (GMT -8:00)

CLOSING DATE/TIME: 11/21/14 04:30 PM (GMT -8:00)

SALARY: \$21.51 - \$27.27 Hourly

LOCATION: Multiple locations in King County

JOB TYPE: Career Service, Full Time, 40 hrs/week

DIVISION: Department of Judicial Administration

JOB NUMBER: 2014JF04318

SUMMARY:

The Department of Judicial Administration (DJA), also known as the Superior Court Clerk's Office, is an innovative, forward-looking agency using technology to help perform tasks better, more efficiently and reliably. DJA performs a variety of services for the Court, litigants, and general public. DJA's mission is to provide professional, high-quality Superior Court records services and justice system programs, while ensuring access to justice and integrity in the process.

DJA is seeking a Legal Administrative Specialist III who enjoys working on a variety of tasks, can switch gears at a moment's notice, works effectively with people from diverse backgrounds and works independently within the Caseflow and Court Clerk Division.

The Caseflow and Court Clerk Division is comprised of the Manager, Caseflow Supervisor, Probate and Audit Supervisor, Court Clerk Supervisor, Exhibit Room Supervisor, Court Recording Program Manager, 27 Courtroom Clerks, 1 Caseflow Lead, 8 Clerk Administrative Specialist and 20 Legal Administrative Specialists.

The Caseflow section is responsible for processing legal documents and data entry into DJA,

Superior court and state information systems related to court cases. They are also responsible for managing and auditing cases pursuant to state and local rules. Successful candidates will review and process sealing and protective orders and documents; and be the primary back-up to the section lead. The work requires independent judgment of complex and sensitive information in the processing of legal documents. Duties include researching specialized or technical legal information and providing program-specific information to members of the public, internal staff, and external agencies. It is essential that the candidate exhibit a high degree of professionalism, reliability and integrity.

WHO MAY APPLY: This position is open to King County career service employees and the general public; preference will be given in that order.

Required King Responses Resume	County to	Application Supplemental	Materials: Form Questionnaire
Letter of Interest	detailed your background	and describing how you meet or exceed the requirements	listed in this job announcement.

WORK LOCATION: 516 3rd Avenue, King County Courthouse, Downtown Seattle. This position may be required to perform duties at any of our other locations (Maleng Regional Justice Center located at 401 4th Ave N, Room 2C Kent, Washington, or the Juvenile Clerk’s Office located at 1211 East Alder Street, Seattle, WA).

WORK SCHEDULE: This position is overtime eligible. This position is paid on a bi-weekly schedule, every other Thursday, comprising a 40-hour workweek; normally 8:00 a.m. - 5:00 p.m., Monday through Friday.

CONTACT INFORMATION: Please direct questions about this position to Imelda Bacinillo at 206-477-080. If you have questions about the recruitment process please direct those to Joy Fernandes at 206-477-0774.

JOB DUTIES:

The person selected for this position will be assigned a variety of tasks including but not limited to those listed below:

- Research, audit and analyze court cases and documents including confidential documents determining compliance with state and local rules and court orders.
- Apply appropriate security levels to court records.
- Produce instructions and direction which comply with state and local court rules.
- Provide guidance to staff for problem solving various types of documents before processing.
- Review and process non-compliant or faulty documents.
- Respond to customer inquiries in a timely and professional manner.
- Communicate effectively with co-workers and work in a team environment.
- Communicate with various agencies, court personnel and public in a professional manner.
- Perform data entry and specialized tasks with high speed and accuracy.
- Ability to multitask; complete reports and daily assignments timely.

- Articulate issues and present findings and document decisions from committee meetings.
- Cover a variety of assignments and keep supervisor informed on task status
- Ability to demonstrate punctual and reliable attendance.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

Any equivalent combination of experience and education which provides the applicant with the desired skills, knowledge and ability to perform the work.

- High school diploma or equivalent
- Minimum of two years office experience performing a variety of responsible complex duties in an office or legal setting
- Minimum of two years providing customer service.
- Practices attentive and active listening skills.
- Demonstrated ability to use independent judgment and decision making.
- Experience with court or legal procedures and terminology.
- Manages time effectively and prioritizes work tasks to ensure deadlines are met.
- Copes effectively with change, comfortably shifting gears when necessary.
- Knowledge of customer service etiquette requiring tact, discretion, and diplomacy.
- Strong and effective oral and written communication skills.
- Intermediate or advance computer skills understanding Microsoft applications (Outlook, Word, Excel, and Windows).
- Ability to work and make decisions in a team environment, and be a positive team member including: coordinating with the schedules of other staff; cooperating with other team members, possessing the ability to compromise and resolve issues with minimal direction; interpersonal skills.
- Work independently with minimal guidance.
- Exhibit flexibility and work professionally with all levels of staff.
- Have strong ability to multi-task, adapt to changes, and perform under time pressure.

Necessary Special Requirements:

No felony convictions in the last ten years.

Positions in this classification are represented by Local 519, PSEU.

Note: Online applications are preferred. However, if you cannot apply online, go to www.kingcounty.gov/jobs for other options.

If you need an accommodation in the recruitment process or an alternate format of this announcement, please inquire directly with the contact listed on the job announcement or the department's Human Resources Service Delivery Manager.

Sealed and Compliance Coordinator Supplemental Questionnaire

- * 1. Please indicate your level of experience with Microsoft Outlook.
 - None
 - Beginner
 - Intermediate
 - Advanced
- * 2. Please indicate your level of experience with Microsoft Word.
 - None
 - Beginner
 - Intermediate
 - Advanced
- * 3. Please indicate your level of experience with Microsoft Excel.
 - None
 - Beginner
 - Intermediate
 - Advanced
- * 4. Please tell us about a job situation where your organizational skills were important to completing a task and why.
- * 5. Describe your experience with handling sensitive or confidential information and materials. What steps did you take to maintain their confidentiality?
- * 6. Describe any experience that demonstrates your ability to work effectively with people from a wide variety of cultural, ethnic and economic backgrounds.
- * 7. Your answers to these supplemental questions must match the information you provide on your application or you may be disqualified. Do your answers to these supplemental questions match your application?
 - Yes No
- * 8. This position requires a resume and letter of interest describing how you meet or exceed the requirements for this position. Resume and letter of interest can either be attached or in text form as part of the application. Your letter of interest will be used to rate your writing skills. Please verify that you have attached or inserted both to your application.
 - Yes No
- * Required Question