



CITY OF RENTON
invites applications for the position of:
Judicial Specialist

An Equal Opportunity Employer

SALARY: \$3,850.00 - \$4,693.00 Monthly
\$46,200.00 - \$56,316.00 Annually

OPENING DATE: 01/28/15

CLOSING DATE: 02/10/15 11:59 PM

UNION AFFILIATION: AFSCME, Local 2170

DEPARTMENT: Court Services

JOB DESCRIPTION:

JOB SUMMARY:

Work is completed as an individual contributor in a team environment. Perform a variety of technical record keeping and clerical duties in the Municipal Court. Complete tasks according to established policies and procedures, work within a structured team environment, and contribute through knowledge, skills, and excellent work habits.

SUPERVISION:

Reports To: Court Services Supervisor
Supervises: None

JOB DUTIES/RESPONSIBILITIES:

Essential Functions:

- Communicate a wide variety of information to the public regarding court functions and procedures by telephone and at the counter.
- Enter citations, transactions, proceedings, and documentation relative to case management in the computer system.
- Set cases for various types of hearings including arraignment, pre-trial, trial, mitigation, contested, show cause and motions; prepare court calendars and notify parties related to case by subpoena, summons, officer notice and bonding company notice; process continuance requests and notify parties involved.
- Track cases with continued, suspended or deferred status; monitor cases on probation for various evaluations, schools, or management courses (i.e. alcohol, victims panel, anger management, defensive driving school) obtain record checks, review compliance and non-compliance reports, send notices and prepare calendar.
- Maintain warrant control; issue, recall, process and purge warrants; maintain failure to appear control; order, issue, adjudicate and purge as appropriate.
- Act as mental health/commitment coordinator, prepare orders, contact Western State or other doctors to coordinate an appointment for evaluation, prepare transport order, coordinate with jail, attach order with appropriate documents and coordinate all other schedules and information.
- Monitor and process probation information, including docketing status reports and determining if a hearing is necessary.
- Perform various duties to maintain calendars including but not limited to; DWLS calendar, Judge's review calendar, jail calendar, contested calendars, pre-trial/trial calendars, and jury trials.

- Determine if defendant is eligible for personal recognizance bond by reviewing court records. If eligible complete forms and set appropriate hearing and recall warrant.
- Serve as jury coordinator; select, qualify, summons, track attendance and hours served by Jurors, and calculate expenditures. Issue vouchers authorizing witness fee and juror payments
- Serve as court clerk while court is in session and record and document proceedings; perform bailiff duties during jury trials; direct and accommodate jurors.
- Calculate, accept and account for bails, fines, restitution and costs; enter transactions in computer system recording receipt of funds; balance journal and make daily deposit as assigned.
- Perform various duties related to the domestic violence legislation requirements including but not limited to: preparing orders, copying, notifying Domestic Violence Advocate, entering information into the case management system searching for information.
- Maintain confidentiality and tact in dealing with the public.
- Remain current with relevant technological advancements as it relates to field.
- **Maintain regular, reliable, and punctual attendance**, work evening and/or weekend hours as assigned, and travel as required.

Standard Functions:

- Maintain accounts receivable and time pay accounts; send statements and delinquent notices, order and send collection statements.
- Track prisoners in custody awaiting arraignment, trial or review hearing; maintain jail commitments and follow-up proceedings.
- Schedule appointments and prepare documents for referral to probation.
- Perform various duties related to the domestic violence legislation requirements including but not limited to: screen and assist domestic violence victims in filing order for protection and/or no contact order.
- Perform other duties as assigned.

EDUCATION, EXPERIENCE, AND LICENSE REQUIREMENTS:

- High school degree or equivalent.
- Two years of increasingly responsible clerical experience in the legal field, or related field is preferred. Judicial Information System (JIS) experience is preferred..
- Valid drivers' license.
- This position may have access to an area that is governed by Renton City Policy 250-16, "Electronic Data Security" and therefore a required fingerprint check will be conducted to verify identification, state of residency and national fingerprint-based record checks within 30 days upon employment in the position. Employment in the position will continue based on a successful passing of this background check.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS:

- Oral communication and presentation skills.
- Proficiency in the Spanish language is preferred.
- Written communication skills, ensuring correct grammar, spelling, punctuation and vocabulary.
- Technical writing skills.
- Interpersonal skills using tact, patience, and courtesy.
- Effective, professional, and positive interactions with difficult individuals.
- Understand and follow direction given.
- Meet schedules and deadlines.
- Accurate mathematical skills.
- Recordkeeping and data entry skills.
- Problem-solving skills.
- Decision-making and conflict-resolution skills.
- Detail-oriented and organization skills.
- Ability to:
 - Compose, proofread, and edit correspondence.
 - Interact with emotionally distraught, irate and combative individuals.

Recognize potential danger and take appropriate action to ensure safety and security.

- Knowledge of:
 - Microsoft Word, Excel, Outlook, etc.
 - Must be able to learn specialized software applications.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

The following represent the physical demands that must be met to successfully perform the essential functions of this job:

- Work is performed in an office environment, and may involve working with hostile or belligerent customers
- Constantly operate a computer and other office equipment.
- Frequent communication with City employees and customers.
- Lift or move items weighing up to 20 pounds on occasion.
- Complete work with many interruptions.

Approved reasonable accommodation requests will be made to enable individuals with disabilities to perform the essential functions of the job.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.rentonwa.gov>

Job #2015JS
JUDICIAL SPECIALIST
AT

OUR OFFICE IS LOCATED AT:
1055 South Grady Way
Renton, WA 98057
425-430-7660
bsandler@rentonwa.gov

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Judicial Specialist Supplemental Questionnaire

- * 1. Why are you interested in the Judicial Specialist position with the City of Renton?

- * 2. Describe your legal experience. (If you do not have any experience please type N/A below).

- * 3. Describe your experience working with the Judicial Information System (JIS) Program. (If you do not have any experience please type N/A in the area below)

- * 4. Describe your experience with software programs.

- * Required Question