



The City of **Bainbridge Island Municipal Court** seeks applicants for its Senior Judicial Specialist position. The Senior Judicial Specialist leads, coordinates and performs technical court and administrative functions in support of the operations of the Municipal Court.

The ideal candidate will have experience in a judicial office setting and excellent customer service skills.

- [Summary of benefits](#) for represented employees (IAM)
- Salary range: \$4354-\$5460 per month
- Interested parties should complete the City's [application form](#); a resume is optional. The cutoff for first review of applications is 4 pm, Mon, April 6, 2015.
- [Summary of benefits](#) for represented employees (IAM)

JOB DESCRIPTION

TITLE: Senior Judicial Specialist	JD: 021
DEPARTMENT: Municipal Court	EFFECTIVE DATE: 3/4/99; rev 9/2/03; rev 3/17/15
REPORTS TO: Court Administrator	FLSA STATUS: Non-Exempt
SUPERVISES: N/A	UNION STATUS: Represented

ABOUT THE CITY OF BAINBRIDGE ISLAND

The City of Bainbridge Island is a vibrant community with small-town feel, 52 miles of scenic shoreline and densely forested areas. Our employees are the most important asset in preserving and enhancing the special character of the Island, and in responding to the community's needs. The City provides competitive salaries, outstanding benefits and professional growth opportunities.

JOB PURPOSE/SUMMARY

The Senior Judicial Specialist leads, coordinates and performs technical court and administrative functions in support of the operations of the Municipal Court; serves as lead worker and provides primary support to the Court's general administrative staff and functions.

PERFORMANCE EXPECTATIONS

- **Leadership:** Contributes to a positive work culture consistent with the City of Bainbridge Island Leadership Philosophy.
- **Management:** Able to independently assess and organize personal work performance while contributing to the overall organization.
- **Teamwork:** Demonstrates ability and willingness to work collaboratively with a team.
- **Communication:** Communicates effectively with peers, supervisors, subordinates, and individuals to whom service is provided.

ESSENTIAL FUNCTIONS

- Performs advanced clerical and administrative duties in accordance with Court procedures, City policies, and federal, State and City laws and regulations; maintains confidentiality of court records and proceedings.
- Performs and coordinates court room clerk functions for arraignments, pre-trials, trials, jury trials, and hearings; performs duties such as opening the court, staffing the courtroom, keeping detailed and accurate

records of court hearings, identifying and numbering exhibits, tracking exhibits as to admittance by the court, or disposing of or returning exhibits as required by State statute.

- Reviews and monitors daily courtroom calendars to ensure adequate caseload management; suggests changes when needed.
- Handles all probation functions and assists the judge in monitoring defendants' compliance with court orders; reports non-compliance; handles bail forfeitures and exonerations; communicates with bonding companies; processes all appeals in accordance with State law guidelines; responsible for security and release of evidence; serves as jury coordinator.
- Performs specialist bookkeeping and accounting activities, including receipt of payments; reconciles the court bank statement and helps process non-sufficient funds checks; provides input for internal controls to the court accounting system.
- Serves as a liaison with the State Office of Administrator of the Courts in ensuring the efficiency and functioning of the DISCIS computer.
- Performs designated and backup duties of the Court Administrator in the Administrator's absence.
- Maintains timely and regular attendance.
- Other duties as assigned.

KNOWLEDGE OF:

- City organization, operations, policies and procedures.
- Criminal justice system court processing procedures, functions, rules and policies
- Applicable state and Federal rules, codes and regulations.
- State Judicial Information System
- Legal and law enforcement forms, procedures and terminology.
- Principles of record keeping, case files, records retention and management.
- Accounting principles and practices relating to processing payments and reconciling accounts.
- Modern office procedures, methods and equipment, including computers and computer applications, such as word processing, spreadsheets, and statistical databases.
- English usage, spelling, grammar and punctuation, and principles of business correspondence.

ABILITY TO:

- Organize, prioritize and coordinate office work processes to ensure operational efficiency.
- Read and comprehend court legal mandates, codes, regulations, procedures and instructions.
- Write clear and concise drafts and produce final copies of documents.
- Make accurate computer data entry of court proceedings and findings.
- Interact with emotionally distraught, irate and combative individuals in a tactful, courteous and professional manner.
- Establish and maintain effective working relationships
- Use initiative and independent judgment within established procedural guidelines.
- Operate a personal computer utilizing a variety of standard and specialist software.
- Communicate effectively both orally and in writing.

PREFERRED QUALIFICATIONS

A high school diploma or G.E.D and three years of judicial office experience are preferred. Any combination of experience, education and training which provides the level of knowledge and ability required may be substituted.

LICENSE AND CERTIFICATION REQUIREMENTS

- Valid Washington State driver's license is required.
- Must be able to successfully complete and pass a background check.

WORKING CONDITIONS

The regular work schedule is Monday Through Friday, 7:30 am to 4 pm. Attendance at night court functions may be required. Work is primarily performed in an office which is busy, oriented to public service and subject to repeated work interruptions. Noise level is moderate.

PHYSICAL REQUIREMENTS

Continuous repetitive arm/hand movement is essential to performance. The incumbent in this position must be able to discern voice conversation, have the physical ability to perform essential job functions, have hand-eye coordination sufficient to operate computers and telephones, do keyboarding and operate other office equipment. The individual must have the ability to bend at the waist, kneel, crouch, reach above shoulders and horizontally or otherwise position oneself to accomplish tasks. The work may require the individual to sit for extended periods of time. The incumbent must have the ability to produce legible handwritten documents and may need to push, pull, lift and carry up to 20 pounds.

The City of Bainbridge Island is an Equal Opportunity Employer.

While requirements may be representative of minimum levels of knowledge, skills and abilities to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

This job description does not constitute an employment agreement between the Employer and Employee and is subject to change as the needs of the Employer and requirements of the job change.