



EMPLOYMENT OPPORTUNITY

- This recruitment is available only to Thurston County employees and individuals on the recall/rehire list.
- This recruitment is open to the public.

POSITION TITLE:	Clerk's Judicial Proceedings Specialist	DEPARTMENT:	Clerk
CLOSING DATE:	May 8, 2015, 5 p.m.	POSITION #:	05-R-00131
SALARY RANGE:	\$3,443 - \$4,580 / month	FTE:	1.00
EMPLOYMENT TYPE:	Regular Full-Time Employee	ELIGIBLE FOR BENEFITS:	YES
CONTACT PERSON:	Tawni Sharp	PHONE #:	(360) 786-5743
UNION:	YES		

SUMMARY OF DUTIES:

Pursuant to statutory requirements, this position serves at the direction of the County Clerk and is present at all judicial proceedings to create an accurate, permanent record of court decisions. Coordinates jury trials, administers oaths, oversees exhibits, and prepares/processes orders of the court. Performs a variety of technical duties for court processes.

Essential Job Functions:

Coordinates jury trials: manages, identifies and marks exhibits, identifies and verifies juror presence, maintains jury panel and seating list, administers oath, prepares/maintains witness record, and distributes jury instructions. On-call duty for immediate notification of jury questions or verdict and notification of appropriate personnel. Interprets, summarizes and reports decisions of Judicial Officer maintaining accurate record of proceedings and trial court time. Monitors case disposition for compliance with court orders. Manages complex system for clerk's dismissals, exhibit tracking, administrative law review cases (receipt and return) and dismissal and remand of lower court appeals. Prepares dismissal calendar and pleadings, notifies all parties and responds to inquiries. Expedites documents for court hearings and ensures review by Judicial Officer following established procedures/guidelines. Determines process for coordination of emergency orders needing presentation before the court. Maintains calendar system to ensure compliance with timelines as set forth in governmental procedures. Prepares/creates document image on sophisticated imaging system and specialized equipment, validating essential information and ensuring integrity of record. Provides assistance and detailed information to County staff, other agencies, or the public regarding court procedures and case processing; researches department files and court records; initiates correspondence responding to court-related inquiry or requested information. Provides resources and referrals to community services. Maintains accurate record of proceedings and trial court time. Compiles and enters statistical information into statewide system. Prepares reports for state and federal grants.

QUALIFICATIONS:

- Associate of Arts degree in paralegal studies or other related field.
- Four years of progressively responsible office experience in a legal or court environment. Additional experience may be substituted for education on a year for year basis.
- Ability to type 55 wpm and utilize a personal computer and related software packages to perform word processing, analysis, information retrieval and tracking.
- Washington State Driver's License

DESIRED SKILLS:

Completion of an accredited legal assistant or paralegal program.

OTHER POSITION RELATED INFORMATION:

To be considered for this position, please apply at [TC Human Resources](#).

This position is:

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

Items required for consideration:

- Application
- Resume
- Letter of Interest