



Judicial Assistant for Sentence Monitoring

The City of Chehalis is currently accepting applications for the position of **Judicial Assistant for Sentence Monitoring** with the Chehalis Municipal Court. This is a regular **part-time** position (averaging 29 hours per week) with a pay range of \$16.23 - \$19.73 per hour, depending upon experience. Current hours are 8:00 am to 2:30 pm Monday, Tuesday, Thursday and Friday and from 10:30 am to 4:00 pm on Wednesdays." Hours may be modified at a later date and additional hours are occasionally required.

Benefits include membership in the Washington State PERS retirement system, employee and family medical/dental/vision insurance and generous vacation and sick leave accrual. The position is represented by Teamsters Local #252. Note: Benefits will be prorated to the part-time level in accordance with the collective bargaining agreement.

This position performs a wide variety of routine clerical and administrative support work for the Municipal Court, interacting regularly with the general public both in person and by phone. The Judicial Assistant performs sentence monitoring and administers the Electronic Home Monitoring and Community Restitution programs.

The individual in this position must work confidentially and with discretion at all times while maintaining a non-judgmental attitude towards offenders. The Judicial Assistant for Sentence Monitoring verifies offender compliance with court ordered terms of sentencing including restitution, community restitution and/or detention time served, participation in court ordered treatment programs and any other conditions of each judgment and sentence.

Required qualifications for this position include:

- Graduation from an accredited high school or GED equivalent.
- Minimum of four (4) years of administrative or clerical experience providing direct customer service to the public, including at least two (2) years of experience in receipting funds, making change and balancing a cash till.
- Must successfully satisfy a background investigation.

Experience in the fields of criminal justice, corrections or probation and general knowledge of court rules and procedures are desired but not required.

Please visit our website

<http://ci.chehalis.wa.us/jobs>

for application materials and a detailed description of duties and requirements.

Applications must be received by 9:00am on Tuesday, December 15, 2015.

To apply for this position, please submit all of the following:

- Cover letter
- Resume
- City of Chehalis Application Form

Submit application materials to:
Peggy Hammer
Human Resources Administrator
City of Chehalis
1321 S. Market Blvd.
Chehalis, WA 98532

Please contact Peggy Hammer at (360) 345-3222 or phammer@ci.chehalis.wa.us if you have questions.

The City of Chehalis is an Equal Opportunity Employer.