

**Whatcom County
Superior Court**

311 Grand Avenue # 301
Bellingham, Washington 98225



JUDGES

Department 1
Ira John Uhrig
(Presiding)

Department 2
Deborra E. Garrett

Department 3
Charles R. Snyder

Department 4
Raquel Montoya-Lewis

DEPARTMENT 3 ACCEPTING APPLICATIONS FOR JUDICIAL ASSISTANT

Department 3 of the Whatcom County Superior Court is accepting applications from qualified individuals interested in serving as Judicial Assistant to Judge Charles R. Snyder. It is anticipated this position will begin March, 2016, and serves at the pleasure of Judge Snyder.

Minimum qualifications is an Associate's degree from an accredited college in a legal support profession, paralegal or related field AND three years of related experience, such as legal secretary or paralegal in a legal field or court environment. Additional experience may be substituted for education. Hiring range is \$48,132 to \$52,092 per year. Whatcom County offers excellent benefits, including medical, dental, and vision coverage for employees and their family, and life insurance coverage for employees. We offer attractive paid leave provisions, including vacation, sick leave, and 12 holidays per year (on average). Employees participate in Washington State's Retirement System through joint contributions with the County. Additionally, we provide an employee assistance program and tax-preferred options for employees to invest their money in deferred compensation and/or flexible spending plan for health care/dependent care.

Interested individuals should submit a county application resume or curriculum vitae to:

David L. Reynolds
Director
Whatcom County Superior Court Administration
311 Grand Avenue # 301
Bellingham, WA 98225

Application materials must be received in **Superior Court by 4:30 p.m. on Monday, January 4, 2016. Do not** submit to **Human Resources** as stated on the county application. Late submissions will not be accepted. Any questions regarding the process should be directed to Mr. Reynolds at 360-778-5565 or dreynold@co.whatcom.wa.us

WHATCOM COUNTY JOB DESCRIPTION

POSITION:	Judicial Assistant	RANGE:	310
DEPARTMENT:	Superior Court	FLSA:	E
REPORTS TO:	Superior Court Judge	EEO:	6

SUMMARY

Organizes, coordinates and facilitates the efforts of diverse individuals, groups and agencies within Superior Court. Independently provides complex confidential administrative and technical support for a Superior Court judicial officer and other duties for the Superior Court at-large, assigned by the judge. Coordinates the collection, development and analysis of data and other information. Exercises independent judgment in analyzing problems, issues and situations; develops and implements recommendations. Plans, conducts and presents at public meetings. Assists management and other staff, as directed. Complies with legal standards and requirements.

Depending upon assignment, the incumbent may perform some or all of the following duties, which are a representative sample of the level of work appropriate to this position.

ESSENTIAL JOB DUTIES

Independently performs complex administrative support and technical tasks including legal research, coordination and management of the calendaring and case flow, and management of varied court database applications and programs.

Serves as primary liaison for counsel and parties regarding matters assigned to the Court. Provides information regarding case status and disposition to attorneys and pro se litigants. Independently reviews, analyzes, prioritizes and responds to requests for Court assistance.

Reviews incoming case material for potential conflicts' of interest, ex parte communications and other confidential matters. Prepares correspondence and schedules status conferences or court hearings as appropriate. Drafts orders and related court documents as directed.

Administers, coordinates, tracks and maintains information regarding pending caseload and prepares tracking reports. Evaluates case status, recommends and/or implements appropriate action.

Reviews assigned cases to assist the judicial officer in determining readiness for and priority for trial. Coordinates with Court Administrator regarding brokering overflow matters and scheduling.

Performs telephone reception and screening duties.

Assures compliance with and manages pretrial and trial requirements.

Modifies status of cases on case management system based on information received from parties.

In conjunction with the Court Administrator, serves as liaison with the media and public on any matters that are of media interest, as directed. Directs activities to ensure compliance with media protocol issued by the Court.

Operates electronic recording and communication systems for official court proceedings.

Maintains confidentiality of all sensitive reports, correspondence, conversations, special inquiries, closed proceedings or other confidential matters. Provides other confidential administrative duties as required.

Oversees and coordinates jury activity with full responsibility for assuring the comfort and deportment of jurors assigned to the judicial department. This includes, but is not limited to issues of communication, security, illness, reasonable accommodation, emergency matters, meals, sequestering, and personal concerns that could affect the parties' right to a fair trial. Acts as liaison between the judge and jurors during and following active juror service.

Coordinates security measures and transport of in-custody defendants with courthouse security, the Court Administrator's office, the Sheriff's Office and/or the Department of Corrections.

Provides mandatory arbitration administrative duties and bookkeeping duties, as assigned.

Prioritizes and plans work activities using resources effectively. Plans for additional resources and integrates changes smoothly and in a timely manner.

Plans, conducts and presents at various types of meetings, including public meetings. Develops project plans and coordinates or acts as a member of team or group activities facilitating problem resolution. Communicates changes and progress and completes projects on time and within approved budget.

Assesses and assures compliance, interprets and applies regulations equitably, explains services, identifies customer needs and maintains effective relationships.

Prepares complete reports on time with supporting conclusions and recommendations.

Records information and data accurately following procedures. Tracks activity, develops individualized plans and submits documentation on time. Researches, retrieves, updates and analyzes complex information and data. Formulates recommendations anticipating possible ramifications and appropriately communicates significance of findings.

Completes associated paperwork and processes to procure contract services.

Assists with the creation or updating of policies, procedures, tasks, workflows and systems, as assigned.

ADDITIONAL JOB DUTIES

Trains and works closely with temporary and other staff, as assigned.

Performs work on special projects that may be outside normal area of assignment, as directed.

Performs other duties as assigned.

QUALIFICATIONS

Requires an Associate's degree from an accredited college in a legal support profession, paralegal or related field **AND** three years of related experience, such as legal secretary or paralegal in a legal field or court environment. Additional experience may be substituted for education.

Requires knowledge of:

The field of assignment sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated by example in this job description.

Legal terminology, trial calendar terminology and judicial procedures.

Principles of planning, time management, project coordination, group dynamics, and program and process evaluation.

Principles, practices and procedures of providing effective legal administrative support.

Computer operation and a variety of office software including word processing, spreadsheet and database applications.

Safety precautions, practices and procedures applicable to the area of assignment.

Requires the ability to:

Plan, coordinate, organize and schedule programs, processes and services. Prepare, research, analyze, administer and change plans, policies and work programs as necessary.

Use tact, discretion, persuasion, diplomacy, respect and courtesy to gain the cooperation and commitment of others and establish and maintain effective working relationships and rapport with public officials, department heads, co-workers, attorneys, Court officials, employees, representatives of other agencies or entities and diverse members of the public.

Listen attentively and communicate effectively, both orally and in writing, with individuals and groups in clear, concise language appropriate for the purpose and parties addressed, including facilitating groups and preparing and making technical and/or public presentations which can be understood by non-technical listeners, and preparing and/or directing the preparation of comprehensive written reports, materials and correspondence.

Fulfill the commitment of the County to provide outstanding public, intra- and inter-departmental customer service.

Read, understand, interpret, analyze and apply appropriately the terminology, instructions, policies, procedures, legal requirements and regulations pertinent to the area of assignment.

Organize, prioritize and coordinate work projects, plans and assignments. Be attentive to detail, maintain a high degree of accuracy and recognize, resolve and correct discrepancies in data or information. Work effectively in a multi-task environment. Take appropriate initiative. Apply good judgement, creativity and logical thinking to obtain potential solutions to problems within the scope of knowledge and authority or refer to the appropriate source. Develop ways to improve and promote efficient work methods.

Initiate, compile, compose and/or edit correspondence, records, narrative, statistical and financial reports and other applicable documents and assure all pertinent information from appropriate sources is included and accurate.

Proficiently operate office equipment standard to the area of assignment. Type accurately and proficiently with a speed of 60 net words per minute.

Maintain current knowledge for assigned areas and adapt to new technologies, keeping technical skills up-to-date and using technology to increase productivity.

Work independently and cooperatively as a member of a team.

Maintain appropriate level of confidentiality on all matters.

SPECIAL REQUIREMENTS

Must pass job-related tests.

Background check must meet County criteria.

WORKING CONDITIONS

Work is primarily performed in an office, Courtroom or meeting room setting. May sit or stand for long periods of time. May occasionally carry items weighing up to 30 pounds. Moves throughout the facilities and may drive a motor vehicle. May be required to attend meetings or perform duties outside of normal office hours. Possibility of exposure to a variety of bloodborne pathogens and environmental and chemical allergens standard to area of assignment. Possibility of exposure to hostile and offensive language from the public. Uses appropriate safety equipment and follows established work safety policies, practices and procedures.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas, to cover absences or relief, to equalize peak work periods or otherwise to balance the workload. At its sole discretion, Whatcom County may consider combinations of education, experience, certifications, and training in lieu of specifically required qualifications contained herein.

Whatcom County's policy is to provide equal opportunity in all terms, conditions and privileges of employment for all qualified applicants and employees without regard to race, color, creed, religion, sex, age, national origin, marital status, sexual orientation, disability, or veteran status.

Employee Status: This is an FLSA-exempt position and as such is paid on a salaried basis and is not entitled to overtime. The position is also subject to an "employee at will" doctrine.

Signature

2/9/15

Date

Administrative Use			
JDE Job Entry		JDE Special Requirements	
Job Code: J850	Reason for Change:	Security: Level 3	Medical Privacy: N
Job Group:	Standard Language	Driving: Rarely	Physical Capacity: N
W/C Code: 5306		CDL: N	Physical: N
Group: 7000		BBP: N	Polygraph: N
		Cash Handling: N	Psychological: N
Performance Evaluation Form: B3		Judicial Assistant.BA.12-01-14	

EMPLOYMENT APPLICATION

WHATCOM COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER



Phone (360) 778-5300
 Website www.co.whatcom.wa.us
 Telecommunication Relay 711

**WHATCOM COUNTY
 HUMAN RESOURCES**
 Whatcom County Courthouse
 311 Grand Avenue, Suite 107
 Bellingham, WA 98225-4038

INSTRUCTIONS TO APPLICANTS

Complete application in full, even if providing a resume, and return to Human Resources by closing date. A separate application is required for each opening. If you are applying for more than one position, you can make copies of a completed application, leaving the "Position Applied For," "Signature" and "Date" spaces blank, to be filled in later when applying for other positions. Be thorough and complete in describing your background and experience.

Name			POSITION APPLIED FOR
Address			Home Phone
			Work/Message Phone
City	State	Zip	Email Address

Education and Training

	School Name/Location	Month/Year Attended	Type of Diploma/Degree Received	Course of Study
High School		Graduated? (month/year not necessary) <input type="checkbox"/> YES <input type="checkbox"/> NO		
Colleges/Universities				
Graduate/Professional				
Other				

Specialized training, apprenticeships, internships, job-related skills:

Certificates, licenses, professional associations:

General Information

1. Are you a U.S. citizen, or if not, are you eligible for legal employment in the United States? Yes No
(If employed, proof of identity and legal right to work in the United States will be required *after* hire.)

2. Do you have any relatives employed by Whatcom County? Yes No
If yes, indicate name, relationship and department:

3. Have you ever been discharged/fired, or asked to resign from a position? Yes No
(If yes, please explain.)

4. Have you, within the last ten years, been convicted of a crime or released from prison? Yes No
(A conviction record will not automatically bar you from consideration for employment.)

5. Have you ever been warned about or otherwise disciplined for:
 - A. Absenteeism, tardiness, failure to notify your Employer when absent, or any other attendance problem? ... Yes No
 - B. Sexual harassment, fighting, assault, or related offenses? Yes No
 - C. Violating any State, Federal, or Employer safety rules? Yes No(If yes on any of the above, please explain.)

6. Are there any time lapses between jobs you held which are not explained on the application? Yes No
(If yes, please explain.)

7. Have you ever been employed by Whatcom County? Yes No
(If yes, list title and date employed.)

8. Are you interested in temporary work? Yes No
9. List other names by which you may be known:

Employment Experience

Start with your present or last job. Include any **job-related** military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disability, sexual orientation or other protected status. Complete in full, even if providing a resume.

1. Employer		Dates Employed		Hourly Rate/Salary		
		From	To	Starting	Final	
Full Address						
Job Title		Hours Worked Per Week		Work Performed *		
Supervisor	Phone Number(s)					
Reason for Leaving						
2. Employer		Dates Employed		Hourly Rate/Salary		
		From	To	Starting	Final	
Full Address						
Job Title		Hours Worked Per Week		Work Performed *		
Supervisor	Phone Number(s)					
Reason for Leaving						
3. Employer		Dates Employed		Hourly Rate/Salary		
		From	To	Starting	Final	
Full Address						
Job Title		Hours Worked Per Week		Work Performed *		
Supervisor	Phone Number(s)					
Reason for Leaving						
4. Employer		Dates Employed		Hourly Rate/Salary		
		From	To	Starting	Final	
Full Address						
Job Title		Hours Worked Per Week		Work Performed *		
Supervisor	Phone Number(s)					
Reason for Leaving						

* If you need additional space, please continue on a separate sheet of paper.

I hereby authorize Whatcom County Human Resources, or its agent, to verify or to supplement information given by me in this application and any other submitted materials. I understand this information may be the basis of an employment decision, and I hereby release any and all of my employers from any liability or claim that I might have as a result of disclosure of this information. Yes No

May we contact your present employer? Yes No

Are there special conditions prior to contact? Yes No
(If yes, please explain.)

I learned about this job through (check all boxes that apply):

- | | |
|--|--|
| <input type="checkbox"/> A Friend or Relative | <input type="checkbox"/> Internet Site or E-Mail (address: _____) |
| <input type="checkbox"/> A County Employee | <input type="checkbox"/> <i>Bellingham Herald</i> |
| <input type="checkbox"/> Posted Job Announcement | <input type="checkbox"/> Regional Newspaper (title: _____) |
| <input type="checkbox"/> WorkSource Center/Website | <input type="checkbox"/> Job Publication (title: _____) |
| <input type="checkbox"/> Whatcom County Job Line | <input type="checkbox"/> Organization or Group (name: _____) |
| <input type="checkbox"/> Whatcom County Web Site | <input type="checkbox"/> Placement Office/Instructor (school: _____) |
| <input type="checkbox"/> Other _____ | |

READ BEFORE SIGNING

I CERTIFY that this application and any other submitted materials contain no willful misrepresentations or falsifications, and that the information given by me is true and complete to the best of my knowledge and belief. I am aware that should investigation at any time disclose any misrepresentation or falsification, I may be summarily terminated or disqualified from holding any position under the jurisdiction of Whatcom County. This application becomes part of my official personnel file if hired.

Signature

Date

Whatcom County promotes a smoke-free/drug-free work environment

ADSHRAPP Rev 7/06



**WHATCOM COUNTY
HUMAN RESOURCES**

Whatcom County Courthouse
311 Grand Avenue, Suite 107
Bellingham, WA 98225-4038



ADMINISTRATIVE SERVICES HUMAN RESOURCES
AFFIRMATIVE ACTION DATA

VOLUNTARY INFORMATION

Failure to supply this information WILL NOT jeopardize or adversely affect any consideration you may receive for employment or later advancement in employment.

Whatcom County provides equal employment opportunity in all terms, conditions and privileges of employment for all qualified job applicants and employees without regard to age, sex, marital status, sexual orientation, race, creed, color, national origin, religion, Vietnam-Era or disabled veteran status, or the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a disabled person.

Completion of the following data is requested for affirmative action purposes. This voluntary data will be kept in a confidential file separate from the application form and will only be reported as required in statistical summaries.

Position Applied For _____

ETHNIC CATEGORY (choose only one):

1. _____ **White** (not of Hispanic origin)—those having origins in any of the original peoples of Europe, North Africa or the Middle East.
2. _____ **Black** (not of Hispanic origin)—those having origins in any of the Black racial groups of Africa.
3. _____ **Hispanic**—those of Cuban, Mexican, Puerto Rican, Central or South American or other Spanish culture or origin regardless of race.
4. _____ **Asian or Pacific Islanders**—those having origins in any of the original peoples of the Far East, Southeast Asia, Indian Subcontinent or the Pacific Islands.
5. _____ **American Indian or Alaskan Native**—those having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

SEX: Male
 Female

AGE: Under 40 years
 40 years or older

HONORABLY DISCHARGED VETERAN STATUS:

(check ALL that apply)

- widow/widower of veteran
- veteran of any U.S. war
- veteran who has been awarded a campaign badge or expeditionary medal (*list campaign or expedition*):

- Vietnam-era veteran
- disabled veteran
- newly separated veteran (less than 1 year since discharge or release)