



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: Judicial Assistant	DEPARTMENT: Superior Court
CLOSING DATE: March 13, 2016, 11:00 PM	POSITION #: 06R00159
SALARY RANGE: \$3,872 - \$5,150 / month	FTE: 1.00
EMPLOYMENT TYPE: Regular, Full-Time	ELIGIBLE FOR BENEFITS: YES
CONTACT PERSON: Pam Hartman-Beyer	PHONE #: (360) 786-5559
UNION: NO	

SUMMARY OF DUTIES:

Thurston County is seeking a highly motivated and qualified individual for the position of Judicial Assistant in Superior Court at the Family and Juvenile Court. This position implements and manages complex programs for Case Tracking Systems, Differential Case Management and Unified Family Court cases. Coordinates and schedules family law, juvenile, dependency, guardianship and probate cases after initial filing through trial to case completion and maintains the master calendar. Reassigns cases in event of recusals, affidavits of prejudice and other conflicts of any nature in all case types. Performs confidential administrative assistance to Superior Court Judges and Court Commissioners.

Go to www.co.thurston.wa.us/hr/employment.htm for a complete description other position related information.

QUALIFICATIONS:

- Associated Arts degree in paralegal studies or other related field; and six years of progressively responsible clerical/secretarial experience, two years of which must have been in a legal or court environment.
- Must have at least two years of family law experience and be familiar with RCW 26 and 13.
- Must have two years of experience managing a major project demonstrating the ability to work independently and make responsible decisions; and a background in legal terminology, trial calendar terminology and judicial procedures. Must have demonstrated experience in modern office methods and procedures.
- Ability to communicate effectively both orally and in writing with superiors, subordinates, other organizations, attorneys and the general public. Ability to assist co-workers with specific case processing procedures and policies.
- Must type at a minimum of 65-70 wpm with strong computer operating and multiple software skills, experience and knowledge in computer equipment and database programs, and the ability to transcribe from recorded systems.
- Licensed as Notary Public

DESIRED SKILLS:

Knowledge of:

- Managing calendars in Odyssey Case Management System
- Organization and operation of the Washington State Court System
- Procedures and practices within courts of general jurisdiction specifically Family and Juvenile Courts
- Techniques of effective program management
- Effective communication skills and methods
- Techniques of correspondence and report writing

Ability to:

- Work independently with minimal instruction
- Maintain confidentiality
- Prepare reports and correspondence independently
- Plan and coordinate numerous program activities and special projects
- Learn, apply and interpret policies and procedures
- Maintain effective public relations and obtain cooperation of other individuals

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