CITY OF MARYSVILLE
invites applications for the position of:

Program Specialist - Municipal Court

An Equal Opportunity Employer

SALARY: $3,833.00 - $4,868.00 Monthly

OPENING DATE: 05/12/16

CLOSING DATE: 05/27/16 05:00 PM

POSITION SUMMARY:
This position provides complex, specialized administrative support. Program Specialists in the Marysville Municipal Court are cross trained and may rotate into a variety of duties including serving as the first point of contact for customers seeking services; scheduling judicial appearances and preparing associated documents; and serving as court clerk.

DISTINGUISHING CHARACTERISTICS OF THE JOB CLASS
This is the advanced technical expert level in the program support job series. Positions in this class perform the more complex and specialized administrative support tasks in support of a program. Work is performed within established procedures; however, incumbents complete tasks independently and apply established guidelines and alternatives to make judgments and decisions.

EXAMPLES OF JOB DUTIES:
Other duties may be assigned as needed.

When assigned to Municipal Court:

1. Provides technical and policy information about municipal court records and procedures.
2. Schedules a variety of judicial appearances, including trials, hearings, jury trials, etc.; prepares associated documents, such as notices, calendars, subpoenas, warrants, cost bills, juror information sheets, etc.
3. Collects, processes, and monitors payment of a variety of fees, including fines, bail, and other fees.
4. Monitors case disposition for compliance with municipal court orders.

Program Specialists assigned to all departments perform these essential functions:

1. Provides technical and policy information about assigned program(s) to both internal and external customers on the telephone or at the customer service counter; resolves discrepancies, complaints, and other issues requiring interpretation of program guidelines within established limits, standard operating procedures, and applicable government rules and regulations.
2. Compiles and interprets information or data of a specialized nature to prepare reports for management.
3. Prepares, reviews and evaluates program or department documents for appropriateness, completeness, and accuracy; processes documents according to guidelines.
4. Maintains specialized database(s), including entering and retrieving information.

5. Sorts, compiles, and files records, reports, and other documents.
6. Creates and maintains a variety of logs and other tracking tools.
7. Drafts routine correspondence and notices to customers.
8. Photocopies and distributes a variety of information for internal and external customers.
9. Relieves other clerical and office support personnel as needed.

QUALIFICATIONS:
A combination of the experience, education, and training listed below which provides an equivalent background to perform the work of this position.

- Two years of experience providing services to customers on the telephone and in person including acting as the first point of contact at a front counter.
- One year of experience performing a variety of the essential duties of the position or a related position in applicable specialty area.
- High school diploma or GED is required.
- Type 40 wpm.
- Knowledge of basic functions, policies, laws, regulations, and operations of a municipal court.
- Ability to effectively operate Windows based computers, including word processing, spreadsheet, and other software applications that support municipal court operations.

WORK ENVIRONMENT:
The physical demands and characteristics of the work environment described here are representative of those occurring in the performance of the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must frequently lift up to 10 pounds; and occasionally lift and/or move 10 to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

This position works in an office, and the noise level in the work environment is usually low to moderate. While performing the duties of this job, the employee is occasionally exposed to toxic or caustic chemicals, i.e. copier toner.

May be required to work evening(s) when municipal court is in session.

Regular and reliable attendance is an essential function of this position.

This position description generally describes the principle functions of the position and the level of knowledge and skills typically required. It does not constitute an employment agreement between the employer and employee, and it is subject to change as the needs of the employer and the requirements of the job change.

The City of Marysville is an Equal Opportunity Employer. Qualified applicants are considered for employment without regard to race, creed, color, sex, marital status, sexual orientation, or the presence of a non-job-related medical condition or disability.

In-house employees on a probationary status may apply, however, employees who have been accepted into a position (in initial employment) within the preceeding 12 months shall not be considered for opening until they have held a position for at least 12 months.

Posted in-house: 5/13/16 - 5/19/16.

Teamsters union position

APPLICATIONS MAY BE FILED ONLINE AT:
http://marysvillewa.gov

Job #00179
PROGRAM SPECIALIST - MUNICIPAL COURT
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OUR OFFICE IS LOCATED AT:
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