

The City of



Invites Applications for

Judicial Specialist I
Municipal Court

SALARY RANGE: Hiring Range: \$3,394 - \$3,903 (Salary Range: \$3,394.41-\$4,412.70); per month plus excellent benefit package. This is a full-time FLSA non-exempt (overtime eligible), union represented position.

APPLICATION DEADLINE: Applications will be accepted until **July 7, 2016 at 5:00 p.m.**

TO APPLY: Submit a City employment application form (*required*), letter of interest and resume to: Human Resources. A copy of the City's employment application can be found online at: www.ci.bonney-lake.wa.us. Email application materials and/or questions to: hr@ci.bonney-lake.wa.us.

GENERAL PURPOSE: Performs a variety of routine and complex administrative work in support of the Offices of the Court and Judicial Courtroom.

EXAMPLES OF ESSENTIAL DUTIES: Prepares court calendars and continuance requests. Notifies case participants of upcoming proceedings. Generates summons as needed by defendants to facilitate responses to citations or complaints. Processes timely notices of hearings; Provides customer service over the telephone, at the counter or through correspondence. Maintains confidentiality, tact, and providing accurate information to the public, defendants, attorneys, and other agencies about Municipal Court policies, procedures, and schedules. Will require occasional evenings and/or weekend work.

DESIRED QUALIFICATIONS: **Education and Experience:** Graduation from a standard senior high school or GED equivalent, supplemented by two (2) years experience in general office assistance, accounting, knowledge of JIS system, current legislation, court rules and RCW's and court policy and procedures. **Necessary Knowledge, Skills and Abilities:** Knowledge of Judicial Information System; Knowledge of legal terminology, case flow management, court policies, and procedures: Knowledge of basic bookkeeping or cash handling experience; and Skills in problem solving, organization, and time management; Skill in dealing with detailed filing of court documents and files and time sensitive and confidential materials; and Ability to comprehend and communicate changes in policies, procedures, laws, rules, and procedures; Ability to exercise considerable discretion when handling confidential and /or privileged information; Ability to accurately assess environment, identify potential dangers, and take appropriate action to ensure safety and security; Ability to work in a fast paced, high pressure environment and adapt to quickly changing priorities; Ability to ensure state mandated time frames are followed in relation to court cases; Ability to maintain a high level of accuracy even when priorities change; Ability to successfully work as part of a team; Ability to use advanced interpersonal, public relations, negotiations, and customer relation skills. *Please see job description for additional Knowledge, Skills and Abilities.*

Position Opened: June 16, 2016

City of Bonney Lake Core Values:

Professionalism, Service, Accountability, Respect, Integrity & Teamwork

We are a team of dedicated professionals who respect our community and one another.

We serve the public need with integrity, and will be held accountable for our actions.

The City of Bonney Lake is an Equal Opportunity Employer

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In accordance with State law, the City of Bonney Lake has a policy of limiting smoking in the workplace.