



**PIERCE COUNTY**  
invites applications for the position of:

## **Judicial Assistant for Judge Elect Kirkendoll**

**SALARY:** \$33.72 - \$43.09 Hourly  
\$70,137.60 - \$89,627.20 Annually

**OPENING DATE:** 11/14/16

**CLOSING DATE:** 11/29/16 11:59 PM

**DESCRIPTION:**

**This is a full time position - 37.5 hours per week**

The Judicial Assistant in Pierce County performs the statutorily required functions of Superior Court clerk and bailiff, as well as administrative assistant to the Superior Court Judge. The Judicial Assistant is the Court Officer responsible for communicating with attorneys, litigants, jurors, governmental agencies, victims, press, and members of the public in general to ensure efficient operation of the court. The Judicial Assistant is responsible for preparing a written record of all court proceedings. The Judicial Assistant is responsible for all security and administrative issues within the department, coordinating the same with the Superior Court Administrator's Office so as to best facilitate the overall use of all court time and personnel. In addition, the Judicial Assistant assists with correspondence and docket management. This position reports to the Superior Court Judge.

**POSITION SUMMARY:**

- Prepares minutes and other court documents which constitutes the statutorily required permanent record of all court proceedings.
- Maintains and controls the custody of exhibits, both for purposes of meeting legal chain of custody requirements, as well as dealing with the issues of security which relate to exhibits.
- Monitors the preparation, submission, changing, assembling, distribution, taking of exceptions, and whereabouts of jury instructions during the trial as well as during jury deliberations.
- Assumes full responsibility for the comfort and deportment of jurors assigned to the judicial department. This includes, but is not limited to issues of security, illness, emergency matters, meals and sequestration, and personal concerns that could affect the parties right to a fair trial.
- Monitors and implements courtroom security. Arranges for jail transportation to and from the courtroom. Exercises discretion regarding the need for extra security and making arrangements therefore. Implements and performs appropriate courtroom security measures.
- Maintains order, decorum, and appropriate behavior in the courtroom. Effectively handles hostile or volatile individuals or crisis situations.
- Acts as liaison with the press and assists, as needed, with necessary arrangements as may be required to guaranteed freedom of the press, and protect the rights of individuals.
- Implements recently adopted policies and procedures regarding court congestion and delay. Dockets for trial both civil and criminal cases assigned to the judicial

department on a date appropriate to the case age, type and complexity. Monitors the progress of the case with counsel and/or the parties, and reports regularly to the court with regard to case progress.

- Acts as judicial assistant for any Superior Court Judge, visiting judge, or judge pro tem as needed.
- Trains temporary and permanent court employees, such as new judicial assistants, externs, and other court staff.
- Updates and maintains the judicial department's library.
- Implements emergency safety and first aid procedures.
- Maintains the Judge's personal calendar, scheduling appointments such as committee meetings and speaking engagements, and assists with correspondence and other communications.

### **OTHER JOB FUNCTIONS:**

- Performs other duties as directed by the Superior Court Judge.

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job. For a complete job description click [here](#).

### **QUALIFICATIONS:**

Five or more years of progressively responsible clerical experience as a legal assistant, legal secretary or related legal support function. Training by an accredited vocational school, college or university in the field of legal support work or related area is preferred.

Substantial knowledge of Pierce County court rules, administrative policies, and court procedures and the ability to interpret court policy, and apply it to the daily operation of the court is highly desired. Significant computer experience beyond word processing is required.

### **SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS:**

- A valid Washington State driver's license is required when travel is required of the position.
- Ability to successfully complete all required background investigations including submission of fingerprints.

### **SUPPLEMENTAL INFORMATION:**

To be considered for this opportunity please: Complete and submit an online Pierce County Employment Application by selecting "APPLY" above or go to: [www.piercecountywa.org/jobs](http://www.piercecountywa.org/jobs).

If you do not have internet access, you may visit your local public library or any WorkSource location and use their computers. Individuals needing accommodation in the application, testing process or need this job announcement in an alternative format you may call Human Resources at (253) 798-7480, at least two days prior to the need.

This is a competitive selection process. Your application form will be reviewed and evaluated for the quality and quantity of education/experience in the areas listed. Applicants whose qualifications most closely correspond to the County's needs will be eligible for further consideration. Notification of application status normally occurs 4 to 6 weeks after the closing date. Short notice may be given to applicants to participate in further selection processes which may include written, oral and performance examinations, and final interviews.

As an Equal Employment Opportunity Employer, Pierce County welcomes a diverse workforce. Pierce County does not discriminate based on race, creed, religion, color, national origin, sex, sexual orientation, marital status, age, disability, veteran status, the presence of any sensory, mental, or physical disability, or the use of a trained guide dog or service animal by a disabled person.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.piercecountywa.org/jobs>

Position #16-00366  
JUDICIAL ASSISTANT FOR JUDGE ELECT KIRKENDOLL  
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Pierce County Human Resources  
615 S 9th Street  
Tacoma, WA 98405  
(253) 798-7480

[pchumanresources@co.pierce.wa.us](mailto:pchumanresources@co.pierce.wa.us)

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### Judicial Assistant for Judge Elect Kirkendoll Supplemental Questionnaire

- \* 1. Applicants are asked to submit a cover letter and resume highlighting how your experience/education meets the recruiting requirements of the position. Did you include a current cover letter and resume with your application?
  - Yes
  - No
- \* 2. Please describe your highest level of education.
  - Less than High School Diploma or GED
  - High School Diploma or GED
  - HS Diploma/GED + Some college or vocational school
  - Associates Degree
  - Bachelors Degree
  - Masters Degree
- \* 3. How many years of experience do you have working in a legal support role with the courts?
  - None
  - Some to less than 1 year
  - 1 year to less than 3 years
  - 3 years to less than 5 years
  - More than 5 years
- \* 4. Do you have training by an accredited vocational school, college or university in the field of legal support work or related area?
  - Yes
  - No
- \* 5. You will work under the direction of a Superior Court Judge. You will also work with a variety of people – attorneys, judicial and administrative staff. Describe your experience that would demonstrate your ability to do well in this environment.
- \* 6. Please describe what you consider to be difficult situations and how you handle these situations?
- \* 7. Describe a work situation that illustrates your ability to handle multiple competing projects.
- \* 8. What specific abilities and skills would you bring to the position?

\* Required Question