



THURSTON COUNTY
invites applications for the position of:

Clerk's Judicial Proceedings Specialist (2 Positions)

SALARY: \$4,010.00 - \$5,333.00 Monthly

**OPENING
DATE:** 11/10/22

**CLOSING
DATE:** Continuous

SUMMARY OF DUTIES:

*****This employment opportunity will remain open until filled. The Thurston County Clerk's Office reserves the right to close the recruitment at any time. To ensure consideration for this position, please submit your application, resume, and letter of interest as soon as possible.*****

The Thurston County Clerk's Office is looking for professional and reliable candidates for **two (2) Judicial Proceedings Specialist** openings to join our department.

Pursuant to statutory requirements, these positions serve at the direction of the County Clerk and are present at all judicial proceedings to create an accurate permanent record of court decisions. Administers oaths and prepares/processes orders of the court.

Performs a variety of technical duties for court processes that include, but are not limited to, the following:

- Coordinates jury trials: manages, identifies and marks exhibits, identifies and verifies juror presence, maintains jury panel and seating list, administers oath, prepares/maintains witness record, and distributes jury instructions. On-call duty for immediate notification of jury questions or verdict and notification of appropriate personnel.
- Interprets, summarizes and reports decisions of Judicial Officer maintaining accurate record of proceedings and trial court time. Monitors case disposition for compliance with court orders.
- Attends off-site, specialized judicial proceedings at a secure facility.
- Expedites documents for court hearings and ensures review by Judicial Officer following established procedures/guidelines. Determines process for coordination of emergency orders needing presentation before the court. Maintains calendar system to ensure compliance with timelines set forth in local court rules.
- Prepares/creates document image on sophisticated case management system using specialized equipment and software, validating essential information and ensuring integrity of record.
- Operates word processing equipment and assists in adapting computer programs for office functions and performing data entry. Verifies, evaluates and updates case status on statewide case management system; conducts complex record searches.
- Certifies and exemplifies court documents as authorized by the County Clerk.
- Researches, processes necessary legal paperwork, and publishes legal notices.
- Performs technical review of records, transcripts and exhibits from state agencies to ensure compliance with local court rules.

- Maintains accurate record of proceedings and trial court time. Compiles and enters statistical information into statewide system. Prepares reports for state and federal grants.
- Schedules and calendars special hearings before judges in response to inquiries from attorneys or public.

QUALIFICATIONS:

- Associate of Arts degree in paralegal studies or other related field.
- Four years of progressively responsible office experience in a legal or court environment. Additional experience may be substituted for education on a year for year basis.
- Ability to type 55 wpm and utilize a personal computer and related software packages to perform word processing, analysis, information retrieval and tracking.
- Washington State Driver's License.

DESIRED SKILLS:

- Completion of an accredited legal assistant or paralegal program.

OTHER POSITION RELATED INFORMATION:

Questions about this position:

The contact person for this recruitment is **Tawni Sharp | 360.786.5743**

This position is:

- Represented by a Union
- Eligible for Benefits
- Eligible for overtime under the Fair Labor Standards Act (FLSA)

Items required for consideration:

- Application
- Letter of Interest
- Resume

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/thurstonwa>

Thurston County
3000 Pacific Ave SE
Olympia, WA 98501

Position #05R01554 : 05R01555
CLERK'S JUDICIAL PROCEEDINGS SPECIALIST (2
POSITIONS)
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