



CITY OF BLACK DIAMOND JOB ANNOUNCEMENT

POSITION: JUDICIAL SPECIALIST II

STATUS: PART TIME (20 hours per week)

2024 HOURLY RANGE: \$24.51 - \$32.68 HOURLY

CLOSING DATE: APRIL 30, 2024 AT 4:00 P.M.

FLSA: NON-EXEMPT

The City is seeking qualified applicants for the position of Judicial Specialist II. This is a part time position, and the City offers an hourly pay range of \$24.51 - \$32.68 (DOQ); this is a Teamsters Local 117 represented position.

POSITION SUMMARY:

Under the direction of the Judge and Court Administrator, the incumbent is responsible for performing a wide variety of technical recordkeeping and complex court and administrative duties in support of the Municipal Court and is the intermediate-level position in the Judicial Department.

For a complete listing of qualifications and essential functions please see the job description posted on the City's website <https://www.blackdiamondwa.gov/human-resources/webforms/city-employment>

TO APPLY:

To be considered for this position the City must receive a completed original City of Black Diamond application packet, consisting of a completed City of Black Diamond application (found on city's website), letter of interest, current resume that demonstrates your ability to perform the functions of this position and displays the previous experience required and any supplemental education or training information that you wish us to consider that relates to this position. **Application deadline is Tuesday, April 30, 2024, at 4:00 p.m. Please submit all application material to the City Clerk/HR Manager Brenda Martinez via email at bmartinez@blackdiamondwa.gov.**