



# Seattle Municipal Court



## Records Administrative Specialist 3 – JOB #2019-00355

\$4,539.66 - \$5,096.46 Monthly

**LOCATION:** Seattle Justice Center, 600 5th Ave., Seattle, Washington  
**JOB TYPE:** Classified Civil Service, Regular, Full-Time  
**SHIFT:** Day  
**DEPARTMENT:** Seattle Municipal Court  
**BARGAINING UNIT:** Teamsters, Local 763 - Municipal Court  
**CLOSING DATE** 03/26/19 04:00 PM Pacific Time

The [City of Seattle's Municipal Court \(SMC\)](http://www.seattle.gov/courts/) is one of the highest volume Courts of Limited Jurisdiction in the state with 7 elected Judges, 6 appointed Magistrates, and over 200 staff. The Court adjudicates misdemeanor and gross misdemeanor crimes, infractions, and civil violations. SMC is a highly innovative and progressive court with a community-based approach to judicial administration. For more information, visit us online: <http://www.seattle.gov/courts/>

Records Management is a unit under Judicial Operations. Records Management is responsible for processing and data entry of all court citations (Criminal and Infractions), case creation, criminal case preparation, document scanning as well as the archival and destruction of case files.

We are currently accepting applications from qualified candidates who are interested in working as a Records Administrative Specialist 3 (AS3). This position reviews, rejects and accepts all online document filings, assists with walk-in customers, and works with the general jurisdiction court for the filing of appeal cases.

The ideal candidate:

- Is self-motivated and enjoys working independently with minimal supervision;
- Thrives in a deadline driven environment;
- Is an active listener and can effectively communicate and interact with others;
- Has excellent organizational skills and pays close attention to details;
- Can multi-task while working with customers, defendants and Court employees; and
- Is experienced in updating databases and has an aptitude for learning new systems.

The person in this role must be able to work any shift Monday through Saturday and holidays, and maintain regular, reliable and punctual attendance. The Court may consider applicants from this recruitment process for other part-time, temporary and full-time AS3 openings that may come available within the next six months. This is an exciting time to join the court as we work to develop a new case management system to help the court become even more innovative and efficient.

## **RESPONSIBILITIES:**

### **Coordinate and facilitate specialized court process:**

- File and research appeals for Seattle Municipal Court (SMC) case convictions and follow-up when cases are remanded from a higher Court.
- Process writs ordered by other jurisdictions and ensure demands are met by their deadline.
- Maintain the civil docketing system and send schedule reports and hearing notices to defendants and attorneys.
- Process a high volume of court filings through the electronic portal.
- Track and audit all admitted evidence from court hearings.
- Research and resolve sector reports for defendants having more than one defendant Research citations not found in MCIS (NOF process).
- Audit documents scanned by Records staff.
- Process sector reports daily logging information into excel spreadsheet as needed or mailing defendant copies.

### **Customer service and reception:**

- Receive and process requests for copies.
- Answer general court, case and appeal questions.
- Serve as the Court's point of contact for Civil cases.
- Send out hearing notices and pre-settlement conference notices to defendants and attorneys.
- Communicate with the Defense Attorney, Department of Planning and Development, Seattle City Attorneys and other City departments regarding case status or motions for hearings.
- Prepare and send correspondences to defendants regarding dismissed citations.

### **Provide training, quality assurance and back-up coverage**

- Help train staff as needed.
- Document procedures and processes to be used in training staff.
- Provide back-up supervisor coverage as needed
- Update the defendant's bail amounts on ticket's as required.
- Ensure all criminal traffic cases have a citation number for DOL purposes
- E-mail statistics to the Chief Clerk regarding infractions filed, pending and processed.

### **Administrative support:**

- Maintain tracking of workload logs.
- Rush arrest warrants as needed on new cases.
- Record search warrants filed by SPD.
- Receive and file Lidar/Radar and Speed Camera Certifications.

### **Minimum Qualifications:**

Requires three years of clerical support experience (or a combination of education, training and/or experience which provides evidence of the ability to perform work of the class.)

### **Desired Qualifications:**

The successful candidate will have the following additional qualifications:

- Associates Degree in business, records management, legal studies or relate field.
- 4+ years' experience performing records management related duties in a legal environment.
- Experience working in a criminal justice database (i.e., JIS, DISCIS, WASIC, SCOMIS or MCIS).
- Demonstrated ability to:
  - Use Word, Excel and database computer programs with intermediate to advanced proficiency.
  - Exercise discretion, maintain confidentiality, and interact tactfully with a diverse group of people (judges, attorneys, defendants, court personnel, outside agencies and the public).
  - Multi-task accurately, independently and calmly under stress and pressure.
  - Maintain flexibility and professionalism when fulfilling responsibilities.

**Direct link to apply:** <https://www.governmentjobs.com/careers/seattle/jobs/2376248/records-administrative-specialist-3>

## **Hiring Process**

Applications are reviewed after the posting closes. Qualified candidates must submit the following to be considered.

1. Completed NEOGOV online application.
  2. Supplemental questionnaire responses.
  3. Cover letter describing how your skills and experience align with the job duties and qualifications.
  4. Current resume indicating relevant experience and education.
- Applications will not be reviewed if these items are missing or incomplete. Attaching or pasting a cover letter and resume alone is not a substitute for completing the application itself.
  - Only those applicants selected for an interview will be contacted.
  - By completing the supplemental questions, you are attesting that the information you have provided is true and accurate. The Court will review any information provided in your application package and misstatements or falsification of information will eliminate you from consideration and/or employment if discovered after selection for the position.
  - A job offer is contingent upon successfully passing the court's background check. The background check includes a criminal history background review, fingerprinting and reference checks.
  - This position is represented by an agreement between the Teamsters Local 763 union and the Court.
  - The candidate hired, must complete a one-year probationary period.
  - The Court may consider applicants from this recruitment process for other part-time, temporary and fulltime AS3 openings that may come available within the next six months.
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## **Records Administrative Specialist 3 Supplemental Questionnaire**

Answers to the following questions will help us determine whether candidates meet the minimum requirements of the position. Indicating "see resume" or "see application" are not sufficient responses to the supplemental questions.

- ⇒ A cover letter and resume are both required documents. Missing one or both attachments will flag your submission as incomplete. Did you attach a cover letter and resume?
  - ⇒ Do you have at least 3 years of clerical experience (or a combination of education and/or training and/or experience which provides an equivalent background required to perform the work)?
  - ⇒ Are you familiar with legal terminology? If yes, how did you become familiar with legal terminology.
  - ⇒ Which best describes your years of experience in legal or paralegal work?
    - Less than 1 year
    - 1-2 Years
    - 2-3 Years
    - 3+ Years
  - ⇒ After reviewing the job posting, what do you think are the core competencies the Records Administrative Specialist 3 must have to be successful in this role?
  - ⇒ Of the below listed desired abilities for the Records Administrative Specialist 3 position, please select the one(s) you have demonstrated in your prior work experience.
    - Use Word, Excel and database computer programs with intermediate to advanced proficiency.
    - Exercise discretion, maintain confidentiality, and interact tactfully with a diverse group of people (judges, attorneys, defendants, court personnel, outside agencies and the public).
    - Multi-task accurately, independently and calmly under stress and pressure.
    - Maintain flexibility and professionalism when fulfilling responsibilities.
  - ⇒ Please indicate your highest level of education:
    - High School Diploma/GED
    - Some College
    - Associate's Degree
    - Bachelor's Degree
    - Master's Degree or higher
    - None of the above
  - ⇒ Why do you want to work at the Seattle Municipal Court?
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**Who May Apply:** This position is open to all candidates that meet the minimum qualifications. The City of Seattle values diverse perspectives and life experiences. Applicants will be considered regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, or gender identity. The Department encourages people of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ people, people with disabilities, veterans and those with diverse life experiences. Accommodations for people with disabilities are provided on request. The City is a Drug Free Workplace.