

## Clerks Judicial Proceedings Specialist – Clerk’s Office

### **Job Summary**

This is highly responsible and varied legal process work in support of the Superior Court system of Clark County, which requires considerable knowledge of legal terminology, processes and procedures. Work requires a high degree of reliability, accuracy and speed and the ability to multitask. Incumbents are required to perform duties independently, with limited supervision and general guidance from the lead worker or manager. Incumbents do not normally supervise others, although incumbents with significant experience may train others when necessary. Incumbents are assigned to a judicial department on a rotation basis, but may be assigned to any department at any time as needed.

This position is represented by Local 11 – OPEIU (Office and Professional Employees International Union, AFL-CIO).

### **Qualifications**

#### **Education and Experience:**

- (3) Three years of progressively responsible experience within a legal or court environment which includes a minimum of (1) one year of experience directly related to the work of the class.
- Completion of a post-secondary legal occupation training or education program (e.g., Paralegal certificate of proficiency or Associate’s degree) may be substituted for up to (2) two years of experience.

Any combination of training and experience that would provide the required knowledge, skills and abilities will be considered.

**Knowledge of:** Court processing activity, legal practices and procedures, and court operations; policies, procedures and practices applicable to the court; relevant technological applications and resources; modern office practices; business correspondence standards including English, grammar, formatting, spelling and punctuation.

**Ability to:** Work with minimum supervision while independently coordinating multiple tasks to accomplish workload and meet unexpected demands; make consequential work decisions in accordance with laws, regulations, court policies and procedures; follow, understand and apply prescribed procedures, policies, laws and regulations to the legal processing activities of the Court systems; maintain accurate and complete court records; develop and maintain effective working relationships with management, employees, elected officials, and the general public; communicate effectively, both orally and in writing; demonstrate resourcefulness and tact in public contacts; utilize necessary computer applications at an advanced level; handle sensitive and confidential matters and situations; exercise good judgment under stressful circumstances.

## **HOW TO APPLY:**

**An online application is required. For complete job announcement, application requirements, and to apply on-line, please visit our website at:**

[https://clarkcountywashington.wd1.myworkdayjobs.com/en-US/ClarkCountyJobs/job/Courthouse/Clerks-Judicial-Proceedings-Specialist---Clerk-s-Office\\_R000440](https://clarkcountywashington.wd1.myworkdayjobs.com/en-US/ClarkCountyJobs/job/Courthouse/Clerks-Judicial-Proceedings-Specialist---Clerk-s-Office_R000440)

## **Equal Opportunity Employer**

Clark County is committed to increasing the ethnic, cultural and social diversity of its workforce and ensuring that diversity is a key priority of our organization. We are committed to providing equal opportunity and access regardless of race, color, religion, creed, sex, national origin, age, marital 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, sexual orientation/gender identity, veteran status or any other status protected by law. Women, minorities, veterans, and persons with disabilities are encouraged to apply.

Clark County's Equal Employment Opportunity Plan is available at  
<http://www.clark.wa.gov/human-resources/documents>

If you are in need of ADA/Section 504 assistance for accommodations, please contact Human Resources at (360) 397-2456; Relay (800) 833-6388.

**Salary Grade:** Local 11.505 (\$19.03 - \$24.31) per hour  
**Close Date:** 05/15/2019