

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/Juvenile-Justice-Center/Legal-Secretary-I---Juvenile-Court-Services_R000590

Job Summary

This position performs a variety of clerical support work involving legal processes for Juvenile Court Services.

Responsibilities include producing and filing legal documents; proficiency in navigating through statewide data systems such as JIS, JCS, and SCOMIS; learn and navigate the Juvenile Department case management system (C3MS); perform extensive data entry; performing counter and receptionist work providing information to the public and other inquiring parties requiring a knowledge of departmental policies, regulations and procedures; maintaining necessary records, calendars, or schedules; answering and routing incoming calls and filing. Work is performed using personal computers and software (word processing and spreadsheet) as well as other standard office equipment. Must be able to work with limited directions, good communication skills are essential, and ability to problem solve. The position requires knowledge of legal terminology and an understanding of the clerical support function within a legal environment.

This is a non-represented position.

This recruitment will require skills testing which will be job related.

The top candidate for this position will be subject to fingerprinting and a criminal history record check prior to being offered employment with Clark County Juvenile Court Services.

Qualifications

- Requires (1) one year of clerical experience in a legal setting, including significant experience with personal computer applications, including Microsoft Word.
- Completion of a legal secretarial certificate program (45 credit hours) from a community college or business school may substitute for a portion of the required experience.

All combinations of education, experience, and training that demonstrate the ability to perform the work will be considered.

The ideal candidate will have the following strengths:

- Experience in criminal law and/or a criminal justice agency (e.g., law enforcement, court system, etc.) is preferred
- Ability to develop and maintain effective working relationships
- Demonstrated time-management skills and the ability to handle multiple priorities
- Excellent communication and interpersonal skills that demonstrate a dedication to customer service
- Proficiency with computer software applications - e.g., Word, Excel, Access, Outlook

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

M3.504 (\$18.19 - \$23.17) per hour

Close Date

08/9/02019