



CITY OF RENTON
invites applications for the position of:
Judicial Specialist I/II

An Equal Opportunity Employer

SALARY: See Position Description

OPENING DATE: 01/06/20

CLOSING DATE: 01/21/20 11:59 PM

UNION AFFILIATION: AFSCME, Local 2170

DEPARTMENT: Court Services

JOB DESCRIPTION:

Salary:

Judicial Specialist I:

\$53,040 to \$64,668 Annually

Judicial Specialist II:

\$58,572 to \$71,304 Annually

In addition to the salary posted, the City contributes **4%** of the salary to a deferred compensation retirement savings plan.

About the City of Renton:

The City of Renton embraces a diverse and inclusive workforce and prides itself on promoting collaboration and teamwork in a positive environment while providing high quality services to the community.

Renton, with a population of 104,100 (2018), is located on the southeast shore of Lake Washington, just south of Seattle. Renton's strong economic base, diverse marketplace and favorable business climate have attracted the attention of nationally recognized companies that are providing employees and their families an outstanding quality of life. Renton is the home of Boeing, PACCAR, IKEA, and the Seattle Seahawks.

JOB SUMMARY:

Perform a variety of technical record keeping and clerical duties in the Municipal Court. Complete tasks according to established policies and procedures, work with limited opportunity for independent decision-making, and contribute through knowledge, skills, and good work habits.

This classification is part of a series as follows:

Level I: Perform entry level job functions. Handle clerical tasks at a basic level. Work independently with direct oversight from supervisor. Ability to move to Level 2 includes exposure or experience in most or all municipal court functional areas including independently maintain arraignment calendar, review calendar, jail calendar, and pretrial/trial calendars.

Level II: Perform complex job functions and lead projects on occasion. Handle clerical tasks at an intermediate level. Work independently, keeping supervisor apprised of project and workload status.

SUPERVISION:

Reports To: Court Services Supervisor

Supervises: None

JOB DUTIES/RESPONSIBILITIES:

Essential Functions: - *The following are duties are associated with the Judicial Specialist I position:*

- Communicate a wide variety of information to the public regarding court functions and procedures by telephone and in person at the front counter.
- Enter citations, transactions, proceedings, and documentation relative to case management in the designated court software system.
- Set cases for various types of hearings including arraignment, pre-trial, trial, mitigation, contested, show cause and motions; prepare court calendars and notify parties related to case by subpoena, summons, officer notice and bonding company notice; process continuance requests and notify parties involved.
- Track cases with continued, suspended or deferred status; monitor cases on probation for various evaluations, schools, or management courses (i.e. alcohol, victims panel, anger management, defensive driving school) obtain record checks, review compliance and non-compliance reports, send notices and prepare calendar.
- Prepare and perform various duties to maintain various calendars including but not limited to; contested calendars and photo calendars. Determine if defendant is eligible for personal recognizance bond by reviewing court records. If eligible, complete forms, set appropriate hearing, and recall warrant.
- Maintain confidentiality and tact in dealing with the public.
- Issue vouchers authorizing witness fee and juror payments.
- Remain current with relevant technological advancements as it relates to field.
- Maintain regular, reliable, and punctual attendance.

Standard Functions:

- Maintain accounts receivable and time pay accounts; send statements and delinquent notices, order and send collection statements.
- Perform other duties as assigned.
- May be assigned to support critical city priorities during disasters or other emergencies.

EDUCATION, EXPERIENCE, AND LICENSE REQUIREMENTS:

- High school degree or equivalent.
- Successful passing of a required background check and national fingerprint-based records check.

Judicial I Requirements:

- Two years of increasingly responsible clerical experience in the legal field, or closely related field.
- Judicial Information System (JIS) experience is preferred.

Judicial II Requirements

- Five years of increasingly responsible clerical experience in the legal field, or closely related field. Three of the five years working in a municipal or district court.
- Experience independently maintaining license calendar, Judge's review calendar, jail calendar and pre-trial/trial calendars.
- Judicial Information System (JIS) experience required.

Approved reasonable accommodation requests will be made to enable individuals with disabilities to perform the essential functions of the job.

To see a detailed classification for either the Judicial Specialist I or Judicial Specialist II, please click [here](#).

SELECTION PROCEDURE:

The City of Renton is dedicated to building an inclusive, informed city with opportunities for all.

In alignment with that goal, the City has adopted an anonymous application process that prevents hiring managers from seeing personal identifiers, including candidates' names, addresses, and other similar information. This eliminates the possibility of unintentional or implicit bias during the screening of applications. For that reason, you will not have the ability to attach any documents to your application, including a cover letter or resume. Please make sure to submit a complete, detailed, and updated job application.

Communication from the City of Renton:

We primarily communicate via e-mail during the application process. E-mails from rentonwa.gov and/or governmentjobs.com should be placed on your safe domain list to ensure you receive notifications in a timely manner. As a precaution, you may also want to check your junk e-mail folders.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.rentonwa.gov/jobs>

Job #2019 CS JSI_II
JUDICIAL SPECIALIST I/II
BS

OUR OFFICE IS LOCATED AT:
1055 South Grady Way
Renton, WA 98057
425-430-7650
bsandler@rentonwa.gov

An Equal Opportunity Employer

Judicial Specialist I/II Supplemental Questionnaire

- * 1. Thank you for your interest in joining the team at the City of Renton. You will not have the ability to attach any documents to your application, including a cover letter or resume. Please make sure to submit a complete, detailed, and updated job application. When applying for this position, you must thoroughly complete the education and work experience sections of your application and provide a thorough response to each of the Supplemental Questions. Failure to do so may result in elimination from further consideration.

Have you read and understood the information listed above?

☐ Yes ☐ No

- * 2. What aspects of the Judicial Specialist position interests you the most?
- * 3. Do you have prior court experience or experience in a closely related field?
☐ Yes ☐ No
- * 4. If you answered "Yes" to the question above, please describe your experience in detail. If you answered 'No', please put N/A
- * 5. Please rate your computer proficiency level with Microsoft Excel.
☐ No Experience
☐ Low
☐ Medium
☐ High
- * 6. Please rate your computer proficiency level with Microsoft Outlook.
☐ No Experience

- ☐ Low
- ☐ Medium
- ☐ High

* 7. Please rate your computer proficiency level with Microsoft Word.

- ☐ No Experience
- ☐ Low
- ☐ Medium
- ☐ High

* 8. Please describe in detail your experience and proficiency level with the following programs: Judicial Information System (JIS) - Statewide case management system
Ocourt - case scheduling and eDocument program Laserfiche - digital document storage program

* 9. Are you bilingual?

- ☐ Yes ☐ No

* 10. If you answered "Yes" to the question above, please list the language(s) you are fluent in.
If you answered "No", please type N/A.

* Required Question