



CITY OF EVERETT
invites applications for the position of:

Judicial Assistant

SALARY: \$4,413.00 - \$5,372.00 Monthly
OPENING DATE: 03/31/21
CLOSING DATE: 04/16/21 05:00 PM
NATURE OF WORK:

The City of Everett is accepting applications on the open/competitive basis for **JUDICIAL ASSISTANT** in the Municipal Court.

This is a technical support position working for the Municipal Court. Under the direction of the Court Administrator, incumbents in this job class perform a wide variety of technical record keeping and clerical duties using automated systems in support of the Everett Municipal Court. These duties include, but are not limited to, processing forms, court orders, and other documentation for court cases from origin to final disposition; assisting the public by explaining court procedures and the judicial system; maintaining accounting, legal, and financial records; and filing and monitoring a variety of functions such as civil, criminal, and traffic violations. Judicial Assistants are expected to work with reasonable discretion within established guidelines.

For a full description of this position, please see the class specification on the [City's website](#).

ELIGIBILITY REQUIREMENTS

- High school diploma, GED, or equivalent **AND**
- Two (2) years of general office support experience that included heavy public contact and computer use in a court or related organization.
- College course work in criminal justice, paralegal studies, pre-law, or a closely related field is highly desirable.

SPECIAL REQUIREMENTS OR CERTIFICATIONS

- Submission to and successful completion of an extensive background investigation will be required prior to appointment.
- Must type at least 45 words per minute (net). Certification of typing speed and accuracy is required at the time of a conditional job offer.
- Possess or be able to obtain a valid Washington State Driver License.

HOW TO APPLY

- Application materials may be accessed via <http://www.everettwa.gov/careers>.
- Applications must be submitted through the City's online application system by 5:00 p.m. on April 16, 2021 to be considered.
- LATE, INCOMPLETE, FAXED, OR EMAILED APPLICATIONS WILL NOT BE ACCEPTED.

All interested applicants are required to submit:

- The standard City of Everett online employment application clearly and concisely indicating how they meet the minimum education and experience requirements.
- A résumé (not to exceed two pages).
- A cover letter clearly detailing applicant's relevant work experience and training.

- The supplemental questionnaire. The supplemental questionnaire will be reviewed independently of the résumé, please complete in detail. This process is designed to sample and measure the requisite knowledge, skills, and abilities.

IMPORTANT NOTES

- This job classification is represented by Everett Municipal Employees Local 113, AFSCME.
- New hires begin employment at the first step of the salary range.

Filing Opens: March 31, 2021

Filing Closes: April 16, 2021

Open/Competitive

E21012

ILLUSTRATIVE EXAMPLES OF WORK:

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

SUPPLEMENTAL INFORMATION:

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

Position #E21012
JUDICIAL ASSISTANT
MD

2930 Wetmore Ave
Suite 5
Everett, WA 98201
425.257.8767

Employment-HR@everettwa.gov

Judicial Assistant Supplemental Questionnaire

- * 1. I understand that my responses to these supplemental questions will be evaluated blindly, without reference to any other information I provide in other areas of my application for this position.
☐ Yes ☐ No

- * 2. Please describe in detail how you meet the minimum qualifications of: • High school diploma, GED, or equivalent AND • Two (2) years of general office support experience that included heavy public contact and computer use in a court or related organization.
• Note: College course work in criminal justice, paralegal studies, pre-law, or a closely related field is highly desirable.

- * 3. Please describe in detail your experience in technical record keeping and clerical duties in a court or related organization.

* 4. Please describe in detail your experience with Microsoft office software and the statewide Judicial Information System (JIS).

* 5. Please describe in detail your experience communicating with diverse public who at times may be emotionally distraught, irate, intoxicated, or confrontational.

* 6. Please describe in detail your experience interpreting and applying: laws, policies, and procedures.

* Required Question