



Judicial Specialist I

**SALARY:**

\$4,003.32 - \$5,204.23 Monthly

\$4,003.32 - \$4,588.78 Hiring Range Monthly

**OPENING DATE:**

05/14/21

**CLOSING DATE:**

06/01/21 10:00 AM

**DESCRIPTION:**

The City of Bonney Lake is seeking a candidate to join the Municipal Court Team who is committed to the highest level of customer service while providing a variety of services in the Judicial Specialist I position. The City of Bonney Lake is located in East Pierce County and remains one of the fastest growing cities in the County and Western Washington.

The Judicial Specialist I is an integral part of the team and serves as the main point of contact for Court at the counter and over the phone. The candidate will be patient and thorough with their assigned customers and responsibilities and will have strong written and verbal communication skills. Staff members on our small office team must be flexible, conscientious, and able to handle multiple tasks and deadlines, and ready to wear various 'hats' while supporting their fellow staff and customers.

**GENERAL PURPOSE**

Performs a variety of routine and complex administrative work in support of the Offices of the Court and Judicial Courtroom.

**SUPERVISION RECEIVED**

Works under the general supervision of the Court Administrator.

**SUPERVISION EXERCISED**

Generally None.

**DISTINGUISHING CHARACTERISTICS**

The Judicial Specialist I is the entry-level position in the Municipal Court. Incumbents are expected to have general knowledge of courtroom practices and general office skills and knowledge of court procedures and policies in which consequences of an error would be of great detriment. The works requires the exercise of considerable independent judgment and action within the policies and procedures of the Court. The Judicial Specialist I must keep abreast of legislative law and rule changes as well as keeping in compliance with current regulations and ordinances of the City. In addition to supporting the Municipal Court, the incumbent will also provide clerical support to the Probation Officer.

**DUTIES:**

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Prepares court calendars and continuance requests. Notifies case participants of upcoming proceedings. Generates summons as needed by defendants to facilitate responses to citations or complaints. Processes timely notices of hearings.

Provides customer service over the telephone, at the counter or through correspondence.

Maintains confidentiality, tact, and providing accurate information to the public, defendants, attorneys, and other agencies about Municipal Court policies, procedures, and schedules.

Maintains warrant control, issues, recalls, processes, and purges warrants.

Coordinates with law enforcement agencies regarding warrant status and recovery of original warrant to protect multiple jurisdictions against potential false arrest.

Records all court proceedings, provides assistance to the Judge to ensure efficient court operations while court is in session. Acts as liaison between the Judge and attorney's, performs bailiff duties during jury trials, directs and accommodates jurors.

Processes a high volume of documents to ensure accurate and complete case histories reflective of all court proceedings and in compliance with established procedure, mandated timeliness and judicial direction.

Interacts courteously, patiently and efficiently with the public, police, attorneys and personnel from related agencies;

Updates and maintains a variety of records according to established procedures; process a variety of forms, reports, applications, requisitions, invoices, and other materials specific to the area of assignment; assure compliance with established departmental policies, procedures, and regulations.

Enters probation referrals into the system and notify probation. Enters status reports from treatment agencies or monthly report forms into the log note section of the appropriate case file if requested by probation, makes note of any pertinent information included on or within the report.

Researches and monitors cases for compliance of conditions of sentencing and assists probation to determine appropriate action for court hearings. Reviews weekly review court calendars for hearings set for bench probation and provide information to probation officer.

Monitors and processes bench probation related reports for Judge's review. Communicates with case participants regarding Judge's ruling and future hearings. Monitors, logs, and tracks community service hours as ordered in court and report hours to Finance on quarterly basis.

Calculates, accepts and accounts for receipt of fines, bails, restitution and costs received; accurately enters all transactions into JIS in a timely manner. Monitors payment status of accounts receivable and time pay accounts. Processes failure to appear and sends delinquent notices. Forwards delinquent accounts to the contracted collection agency.

Performs various duties related to domestic violence legislation requirements including but not limited to: screening and assisting domestic violence victims in filing orders for protection and/or no contact order, preparing orders, copying, certifying, and entering information in JIS.

PERIPHERAL DUTIES Processes and/or distributes all incoming mail; Serves as a member of various employee committees, as assigned; Monitors and maintains office supplies and court forms.

## **QUALIFICATIONS:**

DESIRED MINIMUM QUALIFICATIONS Education and Experience:

1. High school graduate or equivalency; and;
2. Two (2) years of increasingly responsible related work experience including general office assistance, accounting, knowledge of JIS system, current legislation, court rules and RCW's and court policy and procedures; or
3. Any equivalent combination of education and experience.
4. Additional education or credits towards a related degree may substitute for up to two (2) years of experience (i.e. 20 credits may substitute for one (1) year of experience).

Necessary Knowledge, Skills and Abilities:

1. Knowledge of Judicial Information System; Knowledge of legal terminology, case flow management, court policies, and procedures: Knowledge of basic bookkeeping or cash handling experience; and
2. Skills in problem solving, organization, and time management; Skill in dealing with detailed filing of court documents and files and time sensitive and confidential materials; and

3. Ability to comprehend and communicate changes in policies, procedures, laws, rules, and procedures; Ability to exercise considerable discretion when handling confidential and /or privileged information; Ability to demonstrate initiative and exercise judgment in evaluating cases to determine appropriate action; Ability to deal with emotional distraught, irate, intoxicated and combative individuals; Ability to accurately assess environment, identify potential dangers, and take appropriate action to ensure safety and security; Ability to work in a fast paced, high pressure environment and adapt to quickly changing priorities; Ability to ensure state mandated time frames are followed in relation to court cases; Ability to maintain a high level of accuracy even when priorities change; Ability to successfully work as part of a team; Ability to use advanced interpersonal, public relations, negotiations, and customer relation skills.

4. A key value of the Court is customer service. This position requires considerable knowledge, ability and skill in the principles and practices of excellent customer service as practiced in both the private and public sectors. The position requires the ability to effectively meet and deal with internal customers and the public; the ability to handle stressful situations; the ability to greet and respond to customers in a friendly, pleasant and professional manner using appropriate inflection, grammar and syntax; the ability to establish and maintain effective working relationships with employees, supervisors, and the general public; the ability to maintain a professional, courteous, and pleasant demeanor in difficult and stressful situations; and the ability to diplomatically deal with difficult people. A willingness to expend extra effort to help the public find answers or information relative to their inquiry or complaint is expected.

## **SUPPLEMENTAL INFORMATION:**

### **SPECIAL REQUIREMENTS:**

Possession of a Valid Washington State Driver's License or ability to obtain one within one calendar month of hire; Must be bondable.

### **PREFERRED QUALIFICATIONS**

Experience with JIS System and general accounting experience.

### **TOOLS AND EQUIPMENT USED**

Personal computer, including word processing, spreadsheets and database systems; 10-key calculator; cash register; copy and fax machine; mail machine; and multi-line phone.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed mostly in a busy office setting. The ability to hear and talk in order to communicate is necessary. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. While performing the duties of this job, the employee is occasionally required to stand or sit; walk; use hands and finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee must be able to lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, or airborne particles. The noise level in the work environment is usually quiet to moderately loud in the office.

## CORE VALUES OF THE CITY OF BONNEY LAKE

We are a team of dedicated professionals who respect our community and one another. We serve the public need with integrity, and will be held accountable for our actions. We choose to be united in our service to each other and our citizens. Below are a list of six core values that we encourage all our employees to embrace.

- Professionalism – Being ambassadors of the City by providing expert service delivery.
- Service – Giving helpful assistance or advice to our customers.
- Accountability - Performing the duties of my position in a responsible way.
- Respect – Fairly considering the rights, opinions and ideas of others.
- Integrity – Acting in harmony with the laws and values of the City.
- Teamwork – Working together to best serve the community.

It is our intention that the qualified applicant will embrace these values as well.

## SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and background and reference check; job related tests may be required. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

APPLICATIONS MAY BE FILED ONLINE

AT: <http://www.ci.bonney-lake.wa.us>

9002 Main St E, Ste 125

Bonney Lake, WA 98391

253.447.3103

253.862.8602

hr@ci.bonney-lake.wa.us

## Judicial Specialist I Supplemental Questionnaire

### \* Required Questions

\*1. Please describe your experience working in a fast paced office environment with a customer service focus.

\*2. Please tell us what working as a team means to you.

\*3. The City of Bonney Lake is mindful of its obligation to employ qualified persons. It also considers an applicant's conviction record as it relates to job performance as entitled under the law. A conviction record will not disqualify you for employment unless such record would reasonably affect your fitness for the position for which you have applied. The City will perform background checks with the Washington State Patrol or other contracted agency on all applicants for positions that entail working with minors or at-risk adults. The City reserves the right to review convictions to relevancy to the job. Answering "Yes" to this question will not automatically disqualify the applicant. Have you been convicted of a felony within the last ten (10) years?      Yes      No

\*4. If you answered 'yes' for the previous question(s), please explain the nature of the conviction and the date, Please type 'N/A' if you have no conviction.

\*5. The City of Bonney Lake is mindful of its obligation to employ qualified persons. It also considers an applicant's conviction record as it relates to job performance as entitled under the law. A conviction record will not disqualify you for employment unless such record would reasonably affect your fitness for the position for which you have applied. The City will perform background checks with the Washington State Patrol or other contracted agency on all applicants for positions that entail working with minors or at-risk adults. The City reserves the right to review convictions to relevancy to the job. Answering "Yes" to this question will not automatically disqualify the applicant. Have you been convicted of a misdemeanor other than a traffic offense within the last ten (10) years? Yes      No