



Judicial Specialist

Job Description

Come work at a place where you have a direct impact on the quality of life for Kent residents, business owners and visitors alike!

The City of Kent is seeking an experienced Judicial Specialist to provide critical support to our municipal court system and staff. Judicial Specialists are highly visible and the primary initial point of contact for many Kent residents and other customers who have business with the Court. Additionally, this position has the responsibility of opening and closing court each day, which requires the successful candidates to be dependable and punctual.

The ideal candidate will have the skills and experience to work effectively with minimal supervision; handling confidential information and responding appropriately under stressful conditions. Proficiency in handling frequent interruptions during daily work with a pleasant and customer-focused demeanor is also required.

*****Note: you must attach your cover letter and resume to your application in order for your application to be considered complete. Uploading your resume to auto-fill portions of the application does not automatically attach it to your application; you must attach documents in the appropriate section of the application. Incomplete applications will not be considered for this position.***

This position is open for applications until 11:59 PM on February 18, 2022.

SALARY:

\$5,020.00-6,115.00/month; depending on qualifications

GENERAL PURPOSE:

Under the direction of the Court Supervisor, or designee, the incumbent is responsible for performing a wide variety of technical recordkeeping and complex court and administrative duties in support of the Municipal Court; prepare and process forms, orders, and documentation for court cases from origin to final disposition; and provide court related information to the public.

Work is characterized by a high degree of specialized and confidential responsibilities. Work is performed in accordance with professional standards, City ordinances, and state and federal law and policies established by the Presiding Judge, Court Administrator, and/or Chief Administrative Officer. Duties may include, but are not limited to, verifying the accuracy and completeness of legal forms; assisting the public including attorneys, law enforcement, and court and community agencies by answering inquiries, explaining detailed regulations, procedures, and complex requirements of the judicial process; assisting in the selection of appropriate mandatory forms required to proceed in court; evaluating the customer's need for domestic violence protection orders, harassment orders, and/or restraining orders; assisting customers in the preparation of documents for emergency matters; receiving and receipting legal financial obligations, bail, judgments, court fines, and fees; and ensuring monies are recorded per statutes; expediting files and documents for hearings and ensuring delivery to the Judicial officer.

Work is performed under general supervision. The supervisor defines objectives, priorities, and deadlines; and assists the incumbent with unusual situations, which do not have clear objectives or precedents. The incumbent plans and carries out assignments and handles problems and deviations in accordance with instructions, policies, procedures, and/or accepted practices. Work is evaluated for technical soundness and conformity to practice and policy.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Prioritize and prepare daily in-custody calendar as reported by the daily system generated court list and pre-established calendar; verify that all appropriate paperwork, such as new charging documents and warrants, has been filed with the Court; process all related court documents, schedule court hearings, and notify all parties of upcoming court proceedings.

Research and identify defendant's in-custody status and jail location; coordinate in-custody transports from other jurisdictions to Kent Correctional Facility and/or Municipal Court; and notify all parties involved.

Serve as the clerk for daily in-custody calendar and while court is in session in courtroom or at Kent City Jail, record and document proceedings; mark exhibits and make required docket entries; process all court-generated orders and continuance requests; serve no contact orders, stay out of areas of prostitution or racing orders, and orders for protection on responding party or defendant; respond to questions in a courtroom environment; assist and accommodate jurors during jury trials; maintain recording equipment; serve subpoenas when necessary; and ensure all documents are signed and served on defendants in person at correctional facility.

Check eligibility for the Interstate Commission for Adult Offender Supervision (ICAOS) and refer relevant cases to Kent Probation for processing.

Provide appropriate court documents to Western State Hospital for Mental Health Competency Evaluations as requested. Maintain contact to verify compliance with court orders and follow through with appropriate actions.

Maintain warrant control and Failure To Appear (FTA) control which includes, but is not limited to, maintaining control of all warrants, subpoenas, and other court documents.

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Kent, WA

Posted: 1/19/2022

Job Status: Full Time

Job Reference #: R409

ordering, issuing, retaining, adjudicating, processing, and purging to limit court liability.

Meet individually with specific defendants to review compliance with AA meeting requirement;

Evaluate and identify possible discrepancies or falsification of AA proof; verify validity and set revocation/review hearing if needed; receive and evaluate all probation reports and schedule hearing or refer to Judge accordingly; review compliance and non-compliance reports from treatment agencies, take appropriate action per court procedures, and make all necessary docket entries; refer all assigned cases to the Probation Division including pre- and post-sentence interviews.

Process Civil Orders for Protection: evaluate customer needs for Domestic Violence, Harassment, or Restraining Orders; assist the customer with the preparation of documents; and provide emergency response information.

Responsible for large sums of cash on a daily basis; receive, input, and reconcile payments for accounts receivable, and balance cash drawer at the end of day; research complex account payment history to determine where money should be applied; and make account receivable corrections when ordered by court.

Create accounts receivable and set payment agreements in accordance with court procedures and jurisdiction. Monitor payments and take appropriate action for delinquent accounts in accordance with court procedures. Communicate with collection agency when appropriate to assign or remove cases.

Enter all cases (criminal citations, traffic infractions, parking tickets, and orders for protection) into the Statewide Judicial Information System (JIS)/Case Management System which requires verifying personal identification information.

Schedule hearings with counsel and notify all parties related. Set cases within jurisdictional timeframes in accordance with the Washington State Court Rules for various types of hearings including, but not limited to, arraignment, pretrial, trial, review, mitigation, contested, pre-hearing conference, and show cause and motions.

Process Impound hearing requests.

Serve as liaison between the court and the public, police, prosecutors, defense counsel, and other City departments and employees; reply to citizens by providing answers to questions and information regarding court procedures; resolve complaints; and make referrals as necessary. Process all legal documents received from prosecutor, defense counsel, police department, corrections facility, treatment agencies, probation department, and the public. Take action using the appropriate court procedures mindful of speedy trial and jurisdictional timelines. Provide appropriate correspondence or documentation as set forth by public disclosure law.

Order and prepare tracking reports to verify compliance of all sentencing conditions ordered by the Judge. This includes, but is not limited to, evaluating defendant criminal history for new law violations, confirming compliance with conditions such as alcohol, drug, domestic violence, and mental health treatment and evaluations, DUI victim's panel, Alcohol/Drug Information School, Defensive Driving School, parenting treatment, HIV test, AA meetings, and restitution.

Serve as Public Defense screener by interviewing defendant to determine their financial eligibility for a court appointed public attorney based on predetermined financial standards. Review personal financial information provided by defendant and perform mathematical calculations to determine if defendant is eligible according to the State of Washington Poverty Guidelines for Indigent-Defense Screening. Maintain and save all interview records daily. Distribute interview log to the Prosecutor and Defense Counsel to advise of new appointments.

Process correspondence from defendants which includes, but is not limited to, identifying the issue, researching the request, referring to the Judge, and responding to the defendant.

Order, email, print, and prepare courtroom calendars and case files for all court sessions; insure appropriate documentation is in file; forward future calendars via fax or email to the prosecutor's office, defense counsel, jail, and/or probation department on a daily basis to facilitate global calendar management; insure readiness for court proceedings; and disinfect work surfaces to promote a clean and healthy work environment.

Provide appropriate correspondence or documentation as set forth by public disclosure law.

Maintain an accurate, up-to-date, and complete filing system for all criminal files. Scan and index new citations, supplemental documents, and closed files into the City's imaging system.

Actively support the vision, mission, values, and goals of the department and the City.

PERIPHERAL DUTIES:

Perform other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

KNOWLEDGE OF:

- Courtroom policies, procedures, and practices
- Statewide Case Management System
- Criminal Justice System including prosecutor, police, and jail processes as they relate to the court
- Legal terminology, documents, and procedures relevant to court proceedings.
- City, County, and State laws, ordinances, regulations, and procedures
- County and State agencies and offices involved in court-related activities
- Modern office practices, procedures, and equipment including personal computers related to software such as word processing programs, including Excel and Word
- Basic accounting principles and practices of accounting, cashiering and financial record keeping
- Proper telephone techniques and etiquette

- Effective interpersonal skills using tact, patience, and courtesy
- Correct use of English grammar, spelling, punctuation, and vocabulary
- For The Record (FTR) Gold recording system

SKILLED IN:

- Operating standard office machines and equipment including computer terminal
- Working with numbers and performing mathematical calculations quickly and accurately
- Records management
- Correct English usage, grammar, spelling, punctuation, and vocabulary
- Communicating effectively, both orally and in writing
- Effectively using interpersonal skills in sometimes hostile situations using tact, patience, and courtesy

ABILITY TO:

- Attend and document court proceedings with absolute accuracy
- Recognize potential danger and take appropriate action to ensure safety and security
- Recognize the liability and ramifications of the individual work product. Perform complex court-related duties accurately and efficiently
- Organize, analyze, and coordinate work flow in an effective manner to meet schedules and mandated timelines
- Work effectively on several projects concurrently; complete work with many interruptions
- Process a wide variety of legal forms and documents in compliance with established procedures, mandated timelines, and judicial discretion
- Work effectively with defendants and the public and provide appropriate and accurate information
- Maintain professional composure while interacting with emotionally distraught, irate, and combative individuals
- Communicate effectively both orally and in writing
- Read, interpret, apply, and explain rules, regulations, policies, and procedures
- Maintain court records and comply with public disclosure laws.
- Perform basic math calculations with speed and accuracy
- Use proper telephone etiquette and techniques to appropriately assist a diverse assortment of inquiries and persons
- Establish and maintain cooperative and effective working relationship with all court contacts.
- Maintain confidentiality and tact in dealing with the public and comply with the required confidentiality oath and judicial code of ethics

EDUCATION AND EXPERIENCE REQUIRED:

Education:

High school diploma, or equivalent, supplemented by some college level course work or training in legal secretarial, paralegal support, or court environment; and

Experience:

Three (3) years of general, court related experience working in a district or municipal court.

Or:

In place to the above requirements, the incumbent may possess any combination of relevant education and experience which would demonstrate the individual's knowledge, skill, and ability to perform the essential duties and responsibilities listed above.

LICENSES AND OTHER REQUIREMENTS:

- Valid Washington State Driver's License, or the ability to obtain thirty (30) days of employment
- Notary public certification is preferred
- File an Oath of Confidentiality with the State of Washington Administrative Office of the Courts

MACHINES, TOOLS, AND EQUIPMENT USED:

Typical business office machinery and equipment including, but not limited to, personal computer, word processing software, printer, copy machine, fax machine, calculator, and multiline telephone.

PHYSICAL DEMANDS:

The physical demands described herein 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. While performing the duties of this job, the employee is regularly required to use arms, hands, and fingers to reach, handle, feel, or operate objects, materials, tools, equipment, or controls; frequently required to sit, stand, walk, hear, and talk normally with or without mechanical assistance; and occasionally required to lift in excess of 35 pounds.

Specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus.

WORKING CONDITIONS:

The work environment characteristics described herein 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 essential functions.

Work is performed in a typical office environment with moderate noise level and numerous interruptions. The employee may be contacted by disgruntled and hostile customers, requiring conflict-management skills. Employees in this classification may be required to work varying shifts including nights and weekends as assigned by management.

The City of Kent Is an Equal Opportunity Employer.

The City of Kent gives equal consideration and treatment to all employees and applicants for employment on the basis of qualifications and merit, without unlawful discrimination based on race, creed, color, national origin, families with children, sex, sexual orientation, gender expression or identity, religion, age, marital status or military status.

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Interested in working at City of Kent but can't find a position that's right for you? Submit your resume to our Talent Community to be considered for future opportunities that may align with your expertise. Please note, by joining our Talent Community, you are not applying for a position with City of Kent. Rather, this is an additional way for our Talent Acquisition team to find candidates with specific credentials, if an opportunity arises. You are still encouraged to regularly check back on our career site or sign up for Job Alerts to apply for openings that are a match for your background.

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