



**THURSTON COUNTY**  
**invites applications for the position of:**

## **District Court Judicial Assistant**

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**SALARY:** \$4,421.00 - \$5,880.00 Monthly

**OPENING DATE:** 03/03/22

**CLOSING DATE:** 03/17/22 11:59 PM

### **SUMMARY OF DUTIES:**

Please note – Per Governor Inslee's Proclamation 21-14.2 and Administrative Order 2021-004, this position will be required to be fully vaccinated as a condition of employment. For more information, please contact the recruitment contact listed below.

On a confidential basis, the **District Court Judicial Assistant** provides administrative and technical support to elected District Court Judges, appointed court commissioners, and pro tem and visiting judges. Responsibilities include liaison between judges, law enforcement, other agencies, and the general public; calendar management, preparing correspondence, research, tracking activities, and a variety of support and special assignments. Coordinates special projects and completes a variety of complex assignments in an independent manner.

Typical responsibilities would include, but are not limited to the following:

- Provides administrative support to four judicial officers and the court executive officer. Composes correspondence, researches issues and determines the best response, completes other inquiries and other documents, compiles data and drafts information for judicial use, maintains judicial files and records. Schedules meetings; creates and maintains agendas and minutes. Performs a variety of coordinating activities for the judges; obtains and relays information from other courts, county departments and outside agencies.
- Calendars hearings, performs case write ups, generates ruling correspondence and completes relevant JIS docketing. Maintains all requests for mitigation, tracks them to completion and docketing them in JIS. Monitors Western State Hospital (WSH) competency evaluation submissions and orders for restoration and takes appropriate action to resolve issues relating to such. Identifies discrepancies or errors and takes appropriate action to rectify the issue.
- Responds to inquiries, complaints, or requests for information from the public on behalf of the judges; receives ex parte communication and takes appropriate action. Acts as liaison between the judges and various committees, may participate in court management projects.
- Performs basic legal research, analyzes various issues, interprets court related or legal documents; conducts research, compiles statistics, runs data base queries, and prepares oral or written recommendations.
- Works with state, county, and local law enforcement agencies as well as other county agencies.
- Maintains and updates the District Court web site, social media, and virtual platforms.

### **QUALIFICATIONS:**

- High school diploma or GED and two years of college-level coursework in public

- administration, business administration, law, or another closely related area.
- Three years of progressively responsible executive assistant/secretarial experience, preferably in a court or legal environment.
- Ability to operate a personal computer with advanced knowledge and use of word processing, data base, publication, presentation; web maintenance and spreadsheet software applications.
- Current Washington State Driver's License or have requested and obtained an appropriate accommodation.
- Ability to type 60 WPM and operate standard office equipment.

## **DESIRED SKILLS:**

- Knowledge of organization and operation of Washington State court system; procedures and practices within courts of limited jurisdiction; and legal terminology and reference. Familiarity with JIS is helpful.
- Knowledge of legal research techniques and the ability to draft legal documents and correspondence using correct spelling, punctuation and grammar.
- Excellent communication skills and methods. Ability to apply good judgment and discretion in dealing with staff members, the public, local, and state officials, legislators, and the media.

## **OTHER POSITION RELATED INFORMATION:**

### **Questions about this Position?**

The contact person for this recruitment is **Frankie Peters, District Court Executive Officer / 306.786.5225**

### This position is:

- NOT Represented by a Union
- NOT Eligible for overtime under the Fair Labor Standards Act (FLSA)
- Eligible for benefits
- Appointed by and serves at the pleasure of the District Court Judges.

### Items required for consideration:

- Application
- Letter of Interest
- Resume

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APPLICATIONS MAY BE FILED ONLINE AT:  
<https://www.governmentjobs.com/careers/thurstonwa>

Thurston County  
2000 Lakeridge Drive SW  
Olympia, WA 98502  
(360) 786-5498

Position #07R00205  
DISTRICT COURT JUDICIAL ASSISTANT  
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