



CITY OF KIRKLAND
invites applications for the position of:

Judicial Support Associate II

SALARY: \$27.07 - \$31.85 Hourly

LOCATION: Municipal Court

OPENING DATE: 03/09/22

CLOSING DATE: Continuous

JOB SUMMARY:

Under the direction of the Lead Judicial Support Associate, this position is responsible for a variety of complex record-keeping and technical case flow management processes to ensure the efficient operation of a high volume municipal court serving multiple jurisdictions. Provide the accurate direction, information, assistance and technical support to all levels of court customers including attorneys, prosecutors, law enforcement agencies, defendants, victims and state agencies. Applies understanding of legal requirements and communicates a wide variety of information in accordance with laws, rules, court policies and procedures in which consequences of an error would be of great detriment.

Principal Accountabilities

- Maintain court confidentiality and tact in dealing with the public and comply with the confidentiality oath and judicial code of ethics.
- Perform a wide variety of complex judicial support 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.
- Interact with emotionally distraught, irate, and combative individuals. Recognize potential danger and take appropriate action to ensure safety and security. Maintain professional composure during stressful situations.
- Communicate effectively with defendants and the public both orally and in writing and provide appropriate information regarding rules, regulations, policies, and procedures.
- Establish and maintain cooperative and effective working relationship with co-workers, supervisors, other employees of the City, and outside agencies.

Essential Functions

- Serve as liaison between the court and the public, police, prosecutors, defense counsel, collection companies, and other governmental agencies, city departments, and employees; reply to citizens by providing answers to questions and information regarding court procedures; resolve complaints; and make referrals as necessary.
- Accurately enter all cases (criminal citations, traffic infractions, parking tickets, and impounds) into the Statewide Judicial Information System (JIS) which requires verifying personal identification information.
- Schedule hearings with counsel and notify all parties related. Set cases and continuance requests within jurisdictional timeframes in accordance with the Washington State Court Rules for various types of hearings including, but not limited to, arraignment, pretrial, motion, sentencing, trial, review, mitigation, contested, and show cause.
- Coordinates and maintains high volumes of hearings by mail for mitigation and contested hearings. Processes Judge's orders and communicates findings to defendants in a timely manner.

- Process all legal documents. Take action using the appropriate court procedures, mindful of speedy trial and jurisdictional timelines.
- Order, email, print, and prepare courtroom calendars and case files for all court sessions; ensure appropriate documentation is in file and in proper location; forward future calendars via email to the prosecutor's office, defense counsel, jail, and/or probation department on a daily basis.
- 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.
- Respond to all telephone and in person inquiries and/or complaints, including irate individuals and/or non-routine or complicated requests. Provide appropriate correspondence or documentation as set forth by public disclosure law. Communicate a wide variety of information to the public regarding court functions and procedures.
- Attend and document court proceedings with absolute accuracy into the statewide case management system, currently JIS. Perform math calculations with speed and accuracy.
- Ensure efficient operation of the courtroom by providing technical support to the presiding Judge, defendants, attorneys, and other case participants, perform bailiff duties during jury trials, direct and accommodate jurors. Enter statistical data to be submitted to the State Administrative Office of the Court.
- While court is in session, proficiently operate software, currently For the Record (FTR Gold), to ensure mandated recordings of all court proceedings.
- Research and identify the status and jail location of in-custody defendants; coordinate with multiple law enforcement agencies and correctional facilities to arrange timely transport of defendants. Prioritize and prepare daily in-custody cases; verify that all appropriate paperwork, such as new charging documents and warrants, has been filed with the court to ensure accuracy, thereby reducing court liability; process all related paperwork, schedule court hearings, and notify all parties of upcoming court proceedings.
- Report conviction data in accordance with mandated reporting requirements to appropriate state and local agencies for administrative action.
- Responsible for large sums of cash on a daily basis; receive and input payments for bail, restitution, and costs/fines and reconcile at the end of day. Research complex account payment history to determine where money should be applied. Make account receivable adjustments when ordered by court.
- Process all electronically received payments from Official Payments, AllianceOne and Signal Management Company and reconcile at the end of the day.
- Process and distribute all incoming mail.
- Perform filing of completed court documents and court files. Responsible for monitoring and maintaining the court distribution center.
- Maintain warrant control which includes, but is not limited to, ordering, issuing, recalling, and adjudicating to limit court liability. Coordinate with law enforcement agencies regarding warrant status and the recovery of original warrant to protect multiple jurisdictions against potential false arrest.
- Monitor payment status of accounts receivable and time pay accounts. Process failure to appear (FTA) with Department of Licensing and send delinquent notice to defendant. Forward delinquent accounts to the contracted collection agency.
- 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, community service and restitution.
- Accurately research and evaluate cases to determine correct course of action in accordance with laws, rules, court policies, and procedures. Apply understanding of legal requirements and advise parties regarding proper course of action.
- 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 Department including pre- and post-sentence interviews. Proficiently use the case management software specific to the Probation Department, currently LawBase.

- Monitor all active probation defendants in custody, using both New World software and inmate management sites. Coordinate with multiple law enforcement agencies for records requests on active probation defendants.
- Calculate and create accounts receivable and set payment agreements in accordance with court procedures. 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.
- Process civil Orders for Protection in JIS: evaluate customer needs for Domestic Violence and Harassment; assist the customer with the preparation of documents if necessary; prepare the orders by copying, certifying, and providing emergency response information. Notify domestic violence victims advocate.
- Process and interpret requests for court records and information, including but not limited to audio recordings, dockets, and judgment information. Disseminate records in compliance with GR31.1. Enter and document record request status in City of Kirkland system, currently WebQA. Process and disseminate defendant case history as requested by treatment agencies and Military Services.
- Maintain and serve as custodian of record of radar calibration certifications as required by RCW 5.44.
- Provide in-house screening services to determine eligibility of City subsidized public defender representation.
- Serve as jury coordinator, select and summons prospective jurors, handle inquiries on jury duty and respond to exemption requests and details. Track attendance and hours served by jurors and calculate expenditures. Process employer verification letters for juror attendance.
- Coordinate interpreter services for court proceedings by acting as liaison between court and interpreter agencies.
- Electronically file criminal and civil appeals in a timely manner as outlined in the court rules. Provide materials requested in the designation of record to all parties. Communicate with defense attorneys and King County Superior Court while appeal is active.
- Maintain an accurate, up-to-date, and complete filing system for all criminal files.

Peripheral Duties

- Perform other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Court policies, procedures, and practices.
- Statewide Case Management System (JIS), Local Probation Case Management System, Law Enforcement Records Management System, Local system used for public records requests, FTR Gold recording system.
- Criminal Justice System including prosecutor, police, and jail processes as they relate to the court.
- Exercise of initiative, discretion, attention to detail and accuracy is required and reviewed by observation of results obtained.
- Legal forms, documents, and terminology.
- City, County, and State laws, ordinances, regulations, and procedures.
- Other City, County and State agencies and offices involved in court-related activities.
- Modern office practices, procedures, and operation of equipment including personal computers, document imaging equipment and related software such as word processing programs, including Excel, Word, and Outlook, copy machine, printer, and television monitor which provides the functionality to display exhibits and other information, fax machine, calculator, and multiline telephone.
- Basic accounting principles and practices of accounting, cashiering and financial record keeping, performing mathematical calculations quickly and accurately
- Proper telephone techniques and etiquette.
- Effective interpersonal skills using tact, patience, and courtesy.
- Correct use of English grammar, spelling, punctuation, and vocabulary.

- Records management.
- Ability to work successfully as part of a team.
- Maintain a professional personal appearance at all times.

QUALIFICATIONS:

Education and Experience Requirements

High school graduate and three (3) years of administrative experience preferably working in a district or municipal court, legal department, or law enforcement agency.

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

- Become compliant with state and FBI CJIS Division policies and regulations, including verification of a state of residency and national fingerprint-based record check, maintain ACCESS certification through required testing and pass re-background check completed by the Terminal Agency Coordinator.
- File an Oath of Confidentiality with the State of Washington Administrative Office of the Courts.

OTHER:

Working Conditions

Work is performed in a typical office environment with moderate noise level and numerous interruptions, Monday through Friday. Variable hours may occur. Employees in this classification may be required to work varying shifts including nights and weekends as assigned by management. Situations do involve interaction with emotionally distraught, irate, and combative individuals, and exposure to hazardous situations.

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 be required to lift in excess of 10 pounds. Specific vision abilities required by this job include close, distance, color, peripheral vision, depth perception, and the ability to adjust focus.

Selection Process

Position requires a resume and cover letter (letter of interest). Please note how you meet minimum qualifications within the cover letter. Applicants who are selected for next steps in the hiring process will be invited by phone or email. Job open until filled with first review of applicants by 15 day of initial posting.

Vaccination requirement

Effective November 8, 2021, all new hires to the City will be required as a condition of employment to be fully vaccinated for COVID-19 prior to start date.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.kirklandwa.gov/Government/Departments/Municipal-Court>

Position #202100060
 JUDICIAL SUPPORT ASSOCIATE II
 MR

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