

<h1 style="text-align: center;">City of Poulsbo</h1> <h2 style="text-align: center;">Position Description</h2>	
Position Title: Judicial Specialist	Reports To: Court Administrator
Department: Municipal Court	Date: February 2022
Salary Schedule: Teamsters Salary Schedule	FLSA: Non-exempt

General Scope of Work

The Judicial Specialist performs advanced and specialized work including administrative support and in-court duties. Incumbent is required to use the Judicial Information System (JIS) extensively. In addition, the Judicial Specialist may be given additional responsibilities to perform administrative tasks in the absence of the Court Administrator.

Job Duties and Responsibilities

The job duties and responsibilities set forth in this document do not represent a complete or exclusive list of duties. The Judicial Specialist is expected to perform any job-related tasks assigned to him/her by the Court Administrator or the Judge.

Judicial Specialist duties require performance of a variety of routine daily tasks, which include but are not limited to:

In Court

- Prepare and update Court docket
- Make appropriate record of court proceedings and process files after hearings
- Schedule, prepare and issue subsequent court hearings
- Arrange for the accommodation of jurors, when requested
- Coordinates daily in-custody hearings with jail staff

Office Procedures

- Assist public at counter and by telephone
- Process mail
- Receive, enter, file, and monitor infractions/e-Tickets/citations/criminal complaints
- Process Notices of Appearance and all legal filings when received
- Coordinate court appearances with private attorneys, prosecutors, and other parties as required
- Prepare and verify accuracy of bench warrants ordered by the Judge
- Process bail and bail bonds as received; process forfeitures as received
- Schedule and monitor time payment agreements and delinquency notices
- Receipt fines from public and collection agencies
- Process end of day, prepare, and transmit court bank deposits, and end of month cut-off
- Verify bail refunds, restitution, and over payments for payment
- Prepare and mail time payment/delinquent/collection notices

- Process and monitor accounts eligible to be turned over for collection
- Monitor, verify, and maintain financial records
- Process and track bankruptcy notifications
- Report case disposition to appropriate law enforcement agency or agencies, to Washington State Identification Section for recording on the NCIC/WSPC computers, and traffic-related disposition to Department of Licensing
- Passport Agent – must be a Passport Agent or able to complete the training necessary to accept and process passport applications and answer questions from citizens regarding passport requirements within 12 months of employment.
- Monitor probation conditions and probation program entries, contact treatment and/or monitoring agencies as needed, notify defendant and defense counsel of non-compliant conditions, and issue summonses as needed
- Assist with training and cross-training other staff to ensure the performance of all routine tasks at the request of the Court Administrator
- Assist with audits

Knowledge, Skills and Abilities

- Data entry on the District Municipal Court Information System (JIS)
- Knowledge of file maintenance procedures and filing systems
- Knowledge of court policies, procedures, and documentation
- Ability to use a variety of office equipment including, but not limited to personal computers, calculators, multi-line telephone system, fax machines, copiers, and system printers, and other general office equipment
- Ability to perform keyboard data entry at a minimum of 40 wpm
- Ability to read, comprehend and verbally communicate the rules of the court in a clear and concise manner
- Ability to work with the public in a highly stressful environment and be able to make decisions in situations which may be more volatile than the average business office and maintain composure with hostile clients.
- Excellent verbal and written communication skills
- Must possess the ability to always maintain confidentiality
- Knowledge of basic accounting background in order to process court financial transactions

Working Conditions

The work of the Judicial Specialist is performed in an office environment and involves close and constant work with computers, with exposure to normal computer emissions and requires repetitive motion tasks. There are no extraordinary physical demands. The Judicial Specialist may be exposed to individuals who may become hostile and/or threatening. Due to the background of some defendants, the Judicial Specialist may also be exposed to bloodborne and/or airborne pathogens.

Physical Requirements

The Judicial Specialist must have the ability to conduct voice communication, both directly and by telephone. The Judicial Specialist must be capable of operating common office equipment and computers. He/she must be capable of sitting for

extended periods while in court. Occasional lifting of up to 50 pounds may be required. Emotionally capable of coping with occasional high stress and or/confrontations.

Experience and Training

High school diploma or GED required. Associate of Arts (AA) degree with emphasis on legal and/or business or office administration or related field preferred. Experience with current Microsoft Office required. Knowledge of JIS system preferred but not required.