



JUDICIAL SUPPORT SPECIALIST I, II or III (DOQ) DISTRICT COURT Posting #22-39

MASON COUNTY EMPLOYMENT OPPORTUNITY

Note: Internal posting with AFSCME Bargaining Unit is concurrent with posting for the public. Therefore, if a qualified candidate from within the bargaining unit applies, that person could be selected for the position.

Opening Date: May 13, 2022

Open Until Filled

Review Date: May 27, 2022

Department: Mason County District Court

Monthly Salary: \$3,220-\$4,902

Job Summary Full position descriptions are available in Human Resources. See below for contact info.

Performs a variety of detailed clerical and office tasks requiring knowledge of court functions and procedures. In both Criminal and Civil matters, accuracy and efficiency are critical as even the slightest error or omission in processing, indexing, posting, filing and disbursement of funds may affect the life and/or property of members of the public.

Examples of Duties (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of these classes.) This position will generally work under closer supervision and under the supervision of the District Judicial Administrative Assistant or District Court Administrator and with less independence until proficiency is acquired. Processes cases, including filing, retrieving, preparing and processing court related documents and scheduling of hearings. Prepares court calendars for civil, criminal, small claims and traffic infraction cases; prepares case files for court sessions insuring appropriate documentation is in court file. May assist probation staff by pulling case files and preparing calendars. Assists the public at the counter and over the telephone by answering questions and explaining court procedures and processes. Enters, modifies and retrieves a variety of information using the Court's and/or the Probation computer systems. May need to retrieve case related information from the local law enforcement data base which may include retrieving information from ACCESS. Collects, receipts and/or disburses money for citations, fines and other transactions. Receives, sorts, opens, date stamps, distributes incoming mail, and all other court related documents. Processes court documents which may include but not limited to: warrants for arrest, subpoenas, citations, abstracts of judgments, garnishments and writs. Types a variety of letters, memos and reports. Process data dissemination requests as authorized by the District Court Administrator, following all Court Rules and Statutes. Analyzes and extracts data from court files and state systems using extreme caution with respect to confidential data.

Minimum Requirements

Knowledge of: General office practices and procedures. Computers and other office equipment. Court related documents, procedures and terminology. Basic mathematical concepts. **Ability to:** Follow oral and written instructions. Handle sensitive information with a high degree of confidentiality. Deal with difficult and potentially volatile persons in a professional and calm manner. Establish and maintain effective working relationships with co-workers, supervisors. Public Officials and the public. Keyboard accurately and quickly. Communicate effectively both orally and in writing, with individuals and groups regarding complex or sensitive issues or regulations. Set up and maintain a variety of files. Sit or stand for long periods of time. Multi task at a high level while performing the essential functions of the job. Work under pressure and meet deadlines. Operate standard office machines and equipment. Maintain the confidentiality of sensitive and confidential information. Physical ability to perform the essential functions of the job. Must be able to pass a criminal history background check. If you drive to and from work and/or for any work related matter you must possess a valid Washington State Driver's License and vehicle insurance or request and approved reasonable accommodation. Bilingual in Spanish preferred.

Education and Experience Any equivalent combination of education and experience, which provides the applicant with the knowledge, skills, and abilities, required to perform the job. A typical way to obtain the knowledge and abilities would be: **Level I**-High school diploma or G.E.D. and one year of office support experience, preferably in a court or legal office. **Level II**- High school diploma or G.E.D. AND a minimum of one year experience as a Judicial Support Specialist I or its equivalent. PLUS the initiative and ability to show proficiency in:

Perform the duties as a Judicial Support Specialist I, Ability to operate courtroom equipment (recording, archiving, video conference, etc.) An understanding of Court calendaring and hearing procedures, and the ability to perform some accounting activities. **Level III**- High school diploma or G.E.D. AND a minimum of two year experience as a Judicial Support Specialist II or its equivalent. PLUS the initiative and ability to show proficiency in: Performing the duties of the Judicial Support Specialist I and Judicial Support Specialist II, Ability to cover most aspects of the District Court Civil and Criminal Divisions, Ability to perform most accounting activities.

Application & Selection Process Applicants are required to submit a Mason County Application. The completed application may include additional pages of employment history using the application format, and a resume may be attached. The completed application will be used as the primary document to determine if minimum qualifications are met for this recruitment. Misrepresentation, incomplete, or inaccurate entries may be the cause of application rejection, removal from the employment list, or discharge from county service. Applicants will be screened based upon education and experience, and the top candidates will be scheduled for interviews. Selection factors will include demonstrated knowledge and abilities for the particular position. **Only those candidates chosen for interviews will be contacted.** Please read the reverse side for additional information. *This selection process may be subject to change.*

Return Applications to: Mason County Human Resources

Mailing Address - 411 North 5th Street, Shelton, WA 98584

Physical Address - 423 North 5th Street, Shelton, WA 98584

humanresources@masoncountywa.gov

Phone-(360) 427-9670 X 290 Fax-(360) 427-8439

This information does not constitute an expressed or implied contract or offer of employment. Any provision contained herein may be modified and/or revoked without notice.

Application Instructions – Carefully read the posting and note the minimum qualifications and the selection process. Please indicate all relevant education and experience on the application. A County application is always required and is utilized as the primary document to determine if the applicant meets the minimum qualifications. Resumes can be included as a supplement but cannot be used in lieu of completing the application. Applications must be entirely completed, and “see resume” will not be acceptable. Applicants applying for more than one position must complete a separate application for each position. Applications must be signed and dated, and returned to the Human Resources Department on or before the closing date. Completed applications should be submitted or mailed to: Mason County Human Resources, 411 North Fifth Street, Shelton, WA 98584, humanresources@masoncountywa.gov. Mailed applications must be postmarked no later than the closing date. Additional materials will not be accepted after the closing date (with exception to mailed applications/material with postmark by the closing date). Applicants should keep a copy of their completed application and any supplemental pages because they will not be returned nor copied after receipt.

Applicant Qualifications – All candidates must meet minimum requirements. Often, the most competitive applicants will possess qualifications far exceeding the required minimum. If a large number of applications are received, only the most qualified applicants will be involved in the selection process.

Authorization to Work – Successful candidates must present documentation proving authorization to work in the United States (as required by federal law).

Work Environment – Mason County maintains a drug-free work environment and prohibits smoking in all County buildings.

“At-will” Positions – Some positions are considered “at-will” or at the pleasure of the employer. Therefore, the County does not need to establish “just cause” or “cause” to terminate the employment relationship. Selection to at-will position does not create or constitute an employment contract or agreement.

Affirmative Action/Equal Employment Opportunity – Mason County is an equal opportunity employer, committed to fair employment practices and does not unlawfully discriminate on the basis of race, sex, age, color, sexual orientation, religion, national origin, marital status, genetic information, veteran’s status, disability, or any other bias prohibited by federal, state or local law.

Accommodation – Applicants with a disability requiring accommodation during the selection process should notify the Human Resources Department at (360) 427-9670 Ext. 290.

Health Insurance – Regular full-time employees and their qualifying dependents are eligible for medical, dental, vision, and life insurance coverage. Some regular part-time employees may receive the same coverage. Employees may partially contribute premiums depending upon the type of coverage selected.

Paid Leave – Sick leave, holidays, and vacation are provided in accordance with the County policy or union contracts. Vacation accrual rates increase at regular intervals based on length of service with the County.

Retirement Plan – All regular Mason County employees are enrolled in the Washington State Public Employee’s Retirement System (PERS, PSERS or LEOFF). The County and employees contribute jointly to the plans.