

CITY OF BLACK DIAMOND

JOB DESCRIPTION

Job Title: **JUDICIAL SPECIALIST II**
Department: Municipal Court
Reports to: Court Administrator and Judge
Compensation \$4,124 – \$5,500 monthly
FLSA: Non-Exempt

Summary:

Under the direction of the Judge and Court Administrator, the incumbent is responsible for performing a wide variety of technical recordkeeping and complex court and administrative duties in support of the Municipal Court and is the intermediate-level position in the Judicial Department.

SCOPE:

Reports to: Court Administrator and Judge

This position requires a substantial knowledge of all court and office procedures, rules and authority, and the ability to handle frequent interruptions during daily work of the court and office. This position is the primary initial point of contact for customers of the court and is responsible for opening and closing the Court each day. The incumbent will have the ability to work effectively with minimal supervision and to appropriately handle confidential information and respond appropriately under stressful conditions; 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 and performed in accordance with professional standards, City ordinances, and state and federal law and policies established by the Presiding Judge and Court Administrator and/or Chief Administrative Officers. 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; receiving and receipting legal financial obligations, bail, 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, deadlines, and assists the incumbent with unusual situations, which do not have clear objectives or precedents. The incumbent plans and carries out assignments, handles problems and deviations in accordance with instructions, policies, procedures, and/or accepted practices.

WORK ENVIRONMENT:

Work is primarily performed in an indoor office setting with extended periods at a computer, sitting or standing. Physical effort is needed to move, lift and carry office equipment, supplies, and materials. Strong communication skills are needed for frequent person-to-person contacts, and telephone usage. The nature of the work has frequent interruptions and contact with the public and staff.

ESSENTIAL FUNCTIONS:

- Prioritize and prepare in-custody calendar. Verify that all appropriate paperwork, such as new charging documents and warrants have been filed with the Court; process related court documents, schedule telephonic hearings, and notify all parties of upcoming court proceedings.
- Arrange and schedule interpreters for hearings.
- Research and identify defendants in custody status and jail location; coordinate in-custody transports to the Municipal Court; notify all parties involved.
- Serve as the Clerk while Court is in session in the courtroom, record and document proceedings; mark exhibits and make required docket entries; process all court-generated orders and continuance requests; process court orders; 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.
- Check eligibility for the Interstate Commission for Adult Offender Supervision (ICAOS). Process all ICAOS transfer requests with strict adherence to state and federal laws.
- 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.
- Process infraction hearing and traffic school requests. Schedule hearings. Assist customers on the phone and in person with traffic school questions and refer to the police department for registration. Once traffic school has been completed, update cases in JIS and dismiss according to City's Standing Motion to Dismiss Upon Successful Completion of Black Diamond Police Traffic School Program.
- Use of Department of Licensing web forms to report pretrial ignition interlock requirements, record corrections, ineligibility to possess firearms, and conviction information to Department of Licensing while adhering to strict legal deadlines.
- Maintain warrant control and Failure to Appear (FTA) control which includes, but is not limited to, ordering, issuing, recalling, adjudicating, processing, and purging to limit court liability.
- Review Case Review Exception Report (CRS) to determine compliance and non-compliance with court ordered conditions (pre-trial and post-resolution) which includes, but is not limited to, evaluate and identify possible discrepancies or falsification of AA and community service proof; verify validity and set revocation/review hearing if needed; receive and evaluate reports from treatment agencies, take appropriate action per court procedures, review defendant case history and abstract of driving record to determine if new charges have occurred, make all necessary docket entries.

- 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 the day; research complex account payment history to determine where money should be applied; and make accounts receivable corrections when order 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. Prepare and mail weekly time pay delinquent notices. Communicate with collection agency when appropriate to assign or remove cases. Prepare collection agency reports and transfer cases to collection agency monthly.
- Enter all cases (criminal citation, traffic infractions, parking tickets and orders) into the Statewide Judicial Information System (JIS) 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, show cause and motions.
- Process impound hearings.
- 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 facilities, treatment agencies, 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, DNA test, AA Meetings, Work Crew, community service and restitution.
- 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; ensure appropriate documentation is in file; forward future calendars via fax or email to the prosecutor's office, defense counsel and judge. Arrange transports of in custody defendants to court. Schedule interpreters for court hearings.
- 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. Process record requests.

- Actively support the vision, mission, values, and goals of the department and the City.
- Other duties as assigned.

Peripheral Duties:

- Perform other related duties as assigned.

QUALIFICATIONS:

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 of 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 Certification:

Valid Washington State driver's license, or the ability to obtain within thirty days of employment.

File an Oath of Confidentiality with the State of Washington Administrative Office of the Courts.

Knowledge, Skills and Abilities:

Knowledge of:

- Courtroom policies, procedures, and practices
- Statewide Case Management System (JIS)
- 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
- Microsoft Office
- Basic accounting principles and practices of accounting, cashing and financial record keeping
- Proper telephone techniques and etiquette
- Effective interpersonal skills using tact, patience, and courtesy
- Correct use of English grammar, spelling, punctuations, and vocabulary

- For the Record (FTR) 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
- 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

The statements contained herein reflect general details as necessary to describe the principle functions of this classification, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.

ORIGINATION DATE: January 2020



CITY OF BLACK DIAMOND

Physical Address: 24301 Roberts Drive
 Mailing Address: PO Box 599, Black Diamond, WA 98010
 (360) 851-4500
 www.ci.blackdiamond.wa.us

APPLICATION FOR EMPLOYMENT

The City of Black Diamond in an Equal Employment Opportunity Employer, we consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, sexual orientation, material or veteran status, or any other legally protected status. Applicants requiring reasonable accommodation to the application and/or interview process should notify us immediately. Please understand that the City will only accept applications for currently advertised positions.

Position desired: _____ Date of Application: _____

How did you learn of this Vacancy? _____ Date available for employment: _____

General Information				
Last Name		First Name		Middle Initial
Street Address	P.O Box	City	State	Zip
Home Phone ()	Work Phone ()	Message Phone ()	E-mail Address	

(Please Circle One)

- If you are under 18 years of age, can you provide proof of your eligibility to work? Yes No
- Have you previously applied for a position with the City of Black Diamond? Yes No
 If yes, Position and Date: _____
- Have you previously been employed by the City of Black Diamond? Yes No
 If yes, Position and Dates: _____
- Do you know anyone who is employed by the City of Black Diamond? Yes No
 If yes, Name and Relationship: _____
- Are you legally authorized to become employed in the United States? Yes No
- Are you currently employed? Yes No
 If yes, may we contact your current employer? Yes No
- If required for this position what is your Driver's License # and State? _____
- Does the salary for this position meet your requirements? Yes No
- Can you travel overnight if required? Yes No
- Are you available to work occasional evenings and/or weekends if required? Yes No

Education and Training

Did you graduate from high school or receive a GED certificate? No Yes

Name/Location of institution that issued you diploma or GED Certificate: _____

Name of college, university or vocational school	Major	Dates Attended		Full Years Completed	Degrees Conferred		Credit Hours
		From	To		Title	Date	

Indicate any professional certificates or licenses you possess that are related to this position:

Employment History

Start with present or last job and work back. Be sure to include the experience which you feel qualifies you for this position. Include military service, volunteer service or other unpaid experience. Failure to complete this section may affect your being considered for an interview or employment. **A RESUME CAN SUPPLEMENT BUT NOT SUPPLANT COMPLETION OF THE FOLLOWING INFORMATION.** Please use a separate sheet if needed.

Employed by:	Your Job Title:
Address	Your Duties:
Employed From (Mo. / Yr.)	To (Mo. / Yr.)
Supervisor's Name	Phone No.
Supervisor's Title	
Number of Hours Worked Per Week	
Number of Employees Supervised	
Reason for Leaving	
May We Contact This Employer <input type="checkbox"/> No <input type="checkbox"/> Yes	

Employed by:	Your Job Title:
Address	Your Duties:
City & State	
Employed From (Mo. / Yr.)	To (Mo. / Yr.)
Supervisor's Name	Phone No.
Supervisor's Title	
Number of Hours Worked Per Week	
Number of Employees Supervised	
Reason for Leaving	
May We Contact This Employer <input type="checkbox"/> No <input type="checkbox"/> Yes	

Employment History - Continued

Employed by:	Your Job Title:
Address	Your Duties:
Employed From (Mo. / Yr.)	To (Mo. / Yr.)
Supervisor's Name	Phone No.
Supervisor's Title	
Number of Hours Worked Per Week	
Number of Employees Supervised	
Reason for Leaving	
May We Contact This Employer <input type="checkbox"/> No <input type="checkbox"/> Yes	

Employed by:	Your Job Title:
Address:	Your Duties:
City & State	
Employed From (Mo. / Yr.)	To (Mo. / Yr.)
Supervisor's Name	Phone No.
Supervisor's Title	
Number of Hours Worked Per Week	
Number of Employees Supervised	
Reason for Leaving	
May We Contact This Employer <input type="checkbox"/> No <input type="checkbox"/> Yes	

Additional Qualifications

Please summarize your additional skills or qualifications related to this position, including computer and equipment operation:

Additional Information

Anything else you would like us to consider relating to your ability to perform the job for which you have applied?

Professional References

Please list three professional references that are not past supervisors who can speak to your professional qualifications and character.

Name	Position and Employer	Phone Number

**CITY OF BLACK DIAMOND – AFFIDAVIT/CERTIFICATION OF
INFORMATION AND RELEASE**

By my signature below:

I certify that to the best of my knowledge the information contained in this application and all supplemental information I have submitted is true and complete. I understand that my employment may be denied or terminated if I provide false, misleading, or incomplete information during the hiring process or during my employment, regardless of when or how discovered.

I certify that I have read the job description for the position for which I am applying and that I can perform the essential and auxiliary functions listed for this position with or without reasonable accommodation, and I understand that the job description is illustrative only and does not list all functions or responsibilities of the position.

I understand that this application is valid only for this position and I must re-apply for any future positions with the City of Black Diamond.

I understand that if I am hired, I must produce applicable documents showing that I am lawfully authorized to work in the United States, in accordance with the Immigration Reform and Control Act of 1986, as amended.

I understand and agree that the City may contact my current and prior employers, educational institutions, and other references, whether listed or not listed in my application material. These references are authorized to give the City any and all pertinent information they may have related to my previous job performance and my ability to perform the job I am applying for; this includes information relating to my moral character. I release all persons or entities involved, including the City of Black Diamond, previous employers and their agents, and any other person or entity, from all liability arising from this contact and release of information. (You will be informed prior to the City contacting references and present or past employers.)

I agree to submit to any post-offer, pre-employment, medical or physical testing, as required by the City of Black Diamond.

I authorize the City to conduct a criminal history and credit check and understand that the City in making hiring decisions will consider criminal convictions and how a conviction relates to the position I am applying for. I understand that a criminal conviction does not automatically bar me from employment with the City. (You will be notified prior to the background check and if a credit check is required you will be notified of your rights under the Fair Credit Reporting Act.)

I understand and agree that nothing contained in this employment application packet creates a contract for employment between the City and me. If an employment relationship is established, I understand that unless specifically limited in an expressed, formal executed contract, I have the right to terminate my employment at any time and that the City has the same right.

Applicant Signature

Date

Applicant Name - Printed