



Fiscal Specialist II

DEPARTMENT: DJA - Judicial Administration
DIVISION: Judicial Admin
SALARY: \$24.70 - \$31.31 Hourly
LOCATION: King County Courthouse - 516 3rd Ave, Seattle
JOB TYPE: Term Limited Temporary, Full Time, 40 hrs/wk
CLOSING DATE: 06/24/22 04:30 PM

SUMMARY:

Are you interested in being part of a team to help with research and processes related to a recent Supreme Court ruling that results in the need to resentencing, vacate and refund monies paid on thousands of King County Superior Court felony cases?

This position will provide excellent customer service, produce a consistent and accurate final work product and process a large volume of court documents with a very high degree of accuracy. Successful candidates in this position will possess high energy and be extremely motivated to provide excellent customer service in a fast-paced environment, have the ability to collect and interpret data and independently prioritize work while working as a member of a team.

The **Department of Judicial Administration (DJA)**, also known as the **Superior Court Clerk's Office**, is an **innovative, forward-looking** agency using technology to help perform tasks better, more efficiently and reliably. DJA performs a variety of services for the Court, litigants and the general public. DJA's mission is to provide professional, high-quality Superior Court record services and justice system programs, while ensuring access to justice and integrity in the process.

King County values the balance between work and life outside of work. We offer an outstanding benefits package, medical benefits, vacation, sick leave, 10 paid holidays, life insurance, an employee assistance program and much more. Please visit our website to learn about King County's commitment to employee's health and well-being:

<http://www.kingcounty.gov/employees/>.

WHO MAY APPLY: This position is open to all candidates that meet the qualifications. The Department of Judicial Administration values diverse perspectives and life experiences and encourages people of all backgrounds to apply.

JOB TYPE: This opportunity is being offered as a **Term Limited Temporary (TLT)** and is anticipated to end in December 2022 with potential for extension.

WORK LOCATION: This position is based at the King County Courthouse located at 516 3rd Ave, Seattle. The work associated with this position may have some availability to **telework**.

When/if working remotely employees must continue to reside in Washington state and within a reasonable distance to their King County worksite to respond to workplace reporting requirements.

WORK SCHEDULE: This position works a 40-hour workweek, Monday through Friday, and is overtime eligible.

FORMS AND MATERIALS REQUIRED:

- **King County application form**
- **Resume**
- **Letter of Interest** detailing your background and describing how you meet or exceed the minimum qualifications are required for this position.

These materials are supplemental to your application. You must still completely fill out the on-line application with your relevant education and work experience. **Your application may be rejected as incomplete if you include relevant information only on the resume or cover letter. Applications that state "see my resume" are considered incomplete and will not be accepted.**

Please note that you can attach multiple documents to your application. Your options are:

- 1) Copy and paste one or more documents into the text resume section of the application.
- 2) Attached multiple documents/files in the attachment section.

CONTACT INFORMATION: Please direct questions about this position to Laneen Harrison at 206-263-0955. If you have any questions about the recruitment process, please direct those to Joy Fernandes at 206-477-0774.

JOB DUTIES:

This position will work closely with accounting and judgments staff. Main responsibilities include but are not limited to:

- Perform data entry with a high level of accuracy.
- Process large volume of legal documents pursuant to court rules, local rules, State statutes and department policies and procedures.
- Process criminal orders pertaining to release/commitment of defendants.
- Enter criminal judgments in case management system.
- Perform various accounting functions in a legal environment.
- Prepare and review records and reports as needed.
- Review and interpret court orders and other court records.
- Compute financial legal obligations paid to date and possible refunds.
- Compile data that may require information searches through files, records, microfilm or computer files, including spreadsheets and/or customized database applications.
- Assist customers via email, phone and in-person.
- Interact professionally with staff and customers while delivering excellent customer service that is consistent with department policy. Interact professionally with other justice agencies, public agencies and the general public.
- Work in a team setting, including helping other sections in order to meet department deadlines.
- Perform other fiscal specialist functions as ordered by the Court or department management.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

Applicant's experience must demonstrate the following knowledge, skills and abilities or any equivalent combination of experience and education which provides the applicant with the desired knowledge, skills, and abilities required to perform the work:

- Experience performing complex, high volume data entry with strong attention to detail.
- Possess strong mathematical and analytical skills.
- Skill in conducting research for a specific work assignment.
- Sensitivity and patience working with people of diverse socio/economic backgrounds.
- Ability to maintain composure under pressure and in difficult situations.
- Possess strong communication skills.
- Ability to understand and apply policies, procedures, court rules, local rules and State statutes to complete daily work and assist customers.
- Able to form reliable decisions and solutions; provide accurate and timely information to others.
- Knowledgeable and comfortable with computer use to perform daily work; skill in using Microsoft Windows including Excel, Word and Outlook.
- Ability to use or learn how to use microfilm readers.
- Dedicated to meeting customers' expectations; can establish and maintain effective relationships with customers.
- Ability to learn quickly when facing new problems; works diligently to find solutions.
- Able to effectively deal with change.
- Confident in making decisions with minimal direction.
- Excellent time management and priority setting skills; able to consistently meet deadlines and handle multiple tasks with extreme accuracy.
- Successfully pushes self and others for results; pursues tasks with energy and drive.
- Ability to positively contribute in a team environment; actively listens to others and build trust and confidence.

DESIRABLE SKILLS: The most competitive candidates will have the following additional experience/knowledge:

- Knowledge of legal documents, terminology and court rules and/or procedures; experience in a judicial or criminal justice environment.
- Demonstrated experience using State of Washington court data applications.

SUPPLEMENTAL INFORMATION:

SPECIAL REQUIREMENTS:

- No felony convictions in the last ten years.
- Must be able to maintain regular and punctual attendance, with some overtime requirements.

Forbes recently named King County as one of Washington State's best employers.

Together, with leadership and our employees, we're changing the way government delivers service and winning national recognition as a model of excellence. Are you ready to make a difference? Come join the team dedicated to serving one of the nation's best places to live, work and play.

Guided by our ["True North"](#), we are making King County a welcoming community where every person can thrive. We value diversity, inclusion and belonging in our workplace and workforce. To reach this goal we are committed to workforce equity. Equitable recruiting, support, and retention is how we will obtain the highest quality workforce in our region; a workforce that shares and will help

advance our guiding principles--we are one team; we solve problems; we focus on the customer; we drive for results; we are racially just; we respect all people; we lead the way; and we are responsible stewards. We encourage people of all backgrounds and identities to apply, including Native American and people of color, immigrants, refugees, women, LGBTQ+, people living with disabilities, and veterans.

COVID-19 Vaccination Requirement

King County Executive Branch employees are required to be fully vaccinated against COVID-19. If you are the successful candidate for the position you applied for, the County will send you a conditional offer letter.

As a condition of employment, prior to a final offer of employment, you will be required to:

- submit proof of vaccination, or
- have an approved request for medical or religious exemption and an approved accommodation. Philosophical, political, scientific, or sociological objections to vaccination will not be considered for an exemption or accommodation.

People are considered fully vaccinated against COVID-19 two weeks after receiving the final dose of a vaccination approved by the Center for Disease Control and Prevention (CDC).

The Executive Branch includes employees in the Executive branch, the Assessor's Office, Elections, the King County Sheriff's Office, and the Executive Office.

King County is an Equal Employment Opportunity (EEO) Employer

No person is unlawfully excluded from employment opportunities based on race, color, religion, national origin, sex (including gender identity, sexual orientation and pregnancy), age, genetic information, disability, veteran status, or other protected class. Our EEO policy applies to all employment actions, including but not limited to recruitment, hiring, selection for training, promotion, transfer, demotion, layoff, termination, rates of pay or other forms of compensation.

To Apply

If you are interested in pursuing this position, please follow the application instructions carefully. If you need this announcement in an alternate language or format, would like to request accommodation or assistance in the application or assessment process or if you have questions please contact the recruiter listed on this job announcement.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.kingcounty.gov/>

Job #2022JF16310
FISCAL SPECIALIST II
JF

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An Equal Opportunity Employer

Fiscal Specialist II Supplemental Questionnaire

- * 1. Are you applying to this position as an eligible current or previous King County Employee Priority Placement Program Participant? Is this position the same or lower percentage of full-time when compared to the position held at the point of the notification of layoff? Do you possess the skills and abilities to qualify for this position?
 - ☐ Yes, I was given a layoff notice from my role at King County and I am within two years of the effective date of my layoff. Additionally, the position I was laid off from was the same or a higher percentage of FT status when compared to this one.
 - ☐ No.
 - 2. If you answered yes to the question above and you are applying for this position as a Priority Placement Participant, to be considered, you must provide the following three pieces of information in the space provided: 1. The title you held when you received your layoff notice 2. The department you worked in 3. The effective date of your layoff
- * Required Question