

Clerk Administrative Specialist

DEPARTMENT: DJA - Judicial Administration
DIVISION: Judicial Admin
SALARY: \$27.24 - \$34.53 Hourly
LOCATION: Multiple locations in King County
JOB TYPE: Career Service, Full Time, 40 hrs/week
CLOSING DATE: 07/21/22 04:30 PM

SUMMARY:

Are you someone who is interested in criminal justice, enjoys learning on the fly, can adapt to a variety of situations, is able to make changes to solve problems and has a keen eye for detail?

DJA is looking for outstanding **Administrative Professionals** who are interested in having a key role in **justice system administration**. This position is a **hybrid** role which performs as both a court clerk and administrative specialist. **Court clerks** attend and record the proceedings of **criminal and civil courts**, as well as a variety of **legal hearings** and **follow directions** to accurately **prepare a written record** of King County Superior Court events. During daily or weekly downtime from court, the **CAS** will perform **office duties** associated with **court support** in the areas of **case management, finance, juvenile services, records access, and customer service**.

This position requires in-depth knowledge of the court and records systems and impeccable accuracy. Successful candidates will participate in a one-year training program to provide necessary skills to perform both administrative and court clerk duties.

The Department of Judicial Administration Mission: To provide professional, high-quality Superior Court records, financial services and justice system programs; to ensure access to justice and integrity of the court process; and, to deliver consistent service that is courteous, prompt, accurate and impartial. Department wide, we value dedication, integrity, impartiality, confidence, and diversity in the deliver of the court record services and programs.

King County is committed to equity and diversity in the workplace. In addition, the county is committed to recruiting and maintaining a quality workforce that shares our guiding principles of being collaborative, service-oriented, results-focused, accountable, innovative, professional, fair, and just.

WHO MAY APPLY: This position is open to all qualified King County employees and the general public. DJA values diverse perspectives and life experiences and encourages people of all backgrounds to apply. We are recruiting to establish a pool of qualified candidates that will be used for approximately six months to fill the immediate and future CAS vacancies, both temporary and permanent.

REQUIRED MATERIALS:

Along with your Completed Application, please include a Letter of Interest, addressed to "hiring supervisor," detailing your background and describing how you meet or exceed the requirements listed in this job announcement. Your submittals must give enough information to illustrate how you meet qualifications to move forward in the process.

WORK LOCATION: These positions will be based primarily at the King County Courthouse, 516 3rd Ave, Room E609, Seattle, WA. There may be occasional openings at the Maleng Regional Justice Center located at 401 4th Ave N Room 2C, Kent, WA; or the Children and Family Justice Center located at 1211 East Alder St., Seattle, WA. Please indicate your location of interest in the supplemental questions.

WORK SCHEDULE: This position works a 40-hour workweek, typically 8:00 a.m. – 5:00 p.m., Monday through Friday. This position is overtime eligible.

CONTACT INFORMATION: Please contact Joy Fernandes at 206-477-0774 for any questions regarding this recruitment.

JOB DUTIES:

The person selected for this position will be assigned a variety of tasks including but not limited to those listed:

When working as a **Court Clerk**:

- Accurately record the details of all courtroom proceedings
- Identify, number, file, and maintain the security of all exhibits presented as evidence
- Complete minute entries for proceedings brought before the court
- Administer oaths to jurors, read verdicts of the jury, and poll individual jurors
- Obtain and review certain documents for signatures
- Perform audio and video functions
- File documents presented in court
- Record the names of the witnesses that appear
- Using provided resources, deal effectively with sensitive, gory, provocative, or difficult content while remaining neutral and performing job functions

When working as an **Administrative Specialist**:

- Prepare, create, and issue documentation required for court cases
- Accurately scan and electronically process court documents according to state laws and court rules
- Provide excellent customer service to inquiries in person, over the phone, and in writing
- Perform research related to court records or cases and provide information.
- Assist customers with automated applications used by the courts and the clerk's office
- Review and/or process financial transactions in financial system; recognize and resolve discrepancies
- Perform various accounting functions including receipting money, complete transactions and bank and revenue reconciliations
- Work collaboratively as a team to share duties and meet deadlines

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

The most competitive candidates will have an equivalent combination of education and experience which provides them with the desired knowledge, skills, and abilities required to perform the duties described.

Examples would include but are not limited to:

- General office experience performing various complex duties of moderate difficulty, in positions that involved independent judgment and extensive knowledge of policies, procedures and responsibilities.
- Able to learn quickly when facing new situations: open to change; thrive in an environment of shifting assignments and unfamiliar tasks; open to finding new solutions using good judgment and quality decision-making.
- Experience in independent problem-solving using analysis and a set of logic or rules as the basis for decision making.
- Talent in time management, prioritization, and resourcefulness, using provided tools to complete multiple tasks in rapid succession with extreme accuracy, while shifting competing priorities.
- Skill in creating, editing, and proofreading professional and/or legal documents with accurate grammar, spelling, and formatting.
- Excellent customer service skills and the ability to maintain a professional demeanor and composure at all times. Skill in attentive and active listening.
- Experience in monetary transactions and properly accounting for till balance and understanding financial information.
- Demonstrated ability in working with diverse cultural and socio-economic populations.
- Understand the importance of integrity, trust, and confidentiality in the legal process and accountability in the workplace.
- Experience learning and using technical terminology such as medical or legal.

SUPPLEMENTAL INFORMATION:

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.

This selection process may include but is not limited to: evaluation of application materials and supplemental questions, testing and interviewing, and complete reference checks.

DJA relies on office automation (Microsoft Office) and web-based enabled tools; therefore, candidates must be proficient and comfortable with computer use to perform functions associated with on-going work.

UNION MEMBERSHIP: Positions in this classification are represented by the Local Public Safety Employees Union.

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

Job #2022JF16515
CLERK ADMINISTRATIVE SPECIALIST
JF

King County Administration Bldg.
500 4th Ave. Rm. 553
Seattle, WA 98104
206-477-3404

joy.fernandes@kingcounty.gov

An Equal Opportunity Employer

Clerk Administrative Specialist 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
- * 3. Please select the types of positions you are interested in.
- ☐ Temporary
- ☐ Permanent
- * 4. Please indicate which locations you would consider.
- ☐ King County Court House, 516 3rd Ave, Seattle
- ☐ Maleng Regional Justice Center, 401 4th Ave N, Kent
- ☐ Children and Family Justice Center, 1211 E Alder, Seattle
- * 5. Did you include a cover letter detailing your: • Experience and education meet the requirements of this position • Experience in a professional work environment working independently and as a team • Customer Service Experience • What professional documents you have created, formatted, and proofread • Skill in staying on track with change in assignments or shifting priorities • Experience cashiering, billing, or reconciling accounts if you have it • Experience with technical terminology and what type if you have it
- ☐ Yes ☐ No
- * Required Question