



THURSTON COUNTY
invites applications for the position of:

Judicial Assistant

SALARY: \$4,532.00 - \$6,028.00 Monthly

OPENING DATE: 01/11/23

CLOSING DATE: Continuous

SUMMARY OF DUTIES:

Please note: This recruitment has been updated to remove the vaccination requirements. If you have submitted your application for this recruitment, your application is being considered and there is no need to reapply.

****This employment opportunity will remain open until filled. The Thurston County Superior Court reserves the right to close the recruitment at any time. To ensure consideration for this position, please submit your application as soon as possible. The first review of applicants will begin on 01/23/2023****

Thurston County is seeking a highly motivated and qualified individual for the position of **Judicial Assistant** in Superior Court. This position implements and manages complex programs for Case Tracking Systems, Differential Case Management and Unified Family Court cases. Coordinates and schedules criminal, civil, family law and juvenile cases after initial filing through trial to case completion and maintains the master calendar. Reassigns cases in event of recusals, Notices of Disqualification and other conflicts of any nature in all case types. Performs confidential administrative assistance to Superior Court Judges, Court Commissioners, visiting and retired judges, to the Criminal Master Calendar, the Drug Court Program, the Court Administrator and the Unified Family Court Program.

QUALIFICATIONS:

- Associated Arts degree in paralegal studies or other related field; and six years of progressively responsible clerical/secretarial experience, four years of which must have been in a legal or court environment. Must have two years of experience managing a major project demonstrating the ability to work independently and make responsible decisions; and a background in legal terminology, trial calendar terminology and judicial procedures. Must have demonstrated experience in modern office methods and procedures.
- Ability to communicate effectively both orally and in writing with superiors, subordinates, other organizations, attorneys and the general public. Ability to assist co-workers with specific case processing procedures and policies.
- Must type at a minimum of 65-70 wpm with strong computer operating and multiple software skills, experience and knowledge in computer equipment and database programs, and the ability to transcribe from recorded systems.
- Licensed as Notary Public.

DESIRED SKILLS:

Knowledge of:

- Managing calendars in the Odyssey Case Management System
- Organization and operation of the Washington State Court System
- Procedures and practices within courts of general jurisdiction
- Techniques of effective program management
- Effective communication skills and methods
- Techniques of correspondence and report writing

Ability to:

- Work independently with minimal instruction
- Maintain confidentiality
- Prepare reports and correspondence independently
- Plan and coordinate numerous program activities and special projects
- Learn, apply and interpret policies and procedures
- Maintain effective public relations and obtain cooperation of other individuals

OTHER POSITION RELATED INFORMATION:

Question regarding this opportunity?

Recruitment contact: **Kristin Jensen, Superior Court Administrator 360.786.5602**

This position is:

- NOT Represented by a Union
- Eligible for benefits
- Eligible for overtime under the Fair Labor Standards Act (FLSA)

Items required for consideration:

- Application
- Cover Letter
- Resume
- Professional References

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/thurstonwa>

Thurston County
3000 Pacific Ave SE
Olympia, WA 98501

Position #06R00151
JUDICIAL ASSISTANT
KJ
