Court Assistant II

SALARY:	$3,819.00 - $5,079.00 Monthly
OPENING DATE:	04/17/23
CLOSING DATE:	05/07/23 11:59 PM

SUMMARY OF DUTIES:

Thurston County District Court is seeking a highly motivated, community and customer service oriented, positive individual for the position of **Court Assistant II.** The Court Assistant II provides technical assistance on detailed legal processes and researches questions and complaints. This position reviews legal documents to ensure compliance with case management standards, statutory requirements, and court orders. Courtroom duties include attending and accurately reporting decisions (via written minutes and recording equipment) of judicial officers at court proceedings. In-custody desk duties include working with attorneys and corrections staff to schedule in-custody defendants for hearings and responding to requests for court records.

Responsibilities include but are not limited to:
- Performing technical review of court documents for completeness and compliance with statutory requirements and approves documents for filing or requests additional information from parties.
- Responsible for the operational duties of the assigned courtroom to include: operating courtroom technology and programs such as virtual appearance and audio/video recording, electronic document management systems, and judicial information systems.
- Reviews court filings and orders, verifying the accuracy and completeness of any legal documents. Identifies inconsistency with statutes and provides technical information to customer for compliance.
- Compiles and applies appropriate coding of information for all cases and documents into statewide database and court systems. Identifies and prepares information for entry judgments into statewide indexing system. Applies RCWs, court rules, court policies and procedures before entering judgments.
- Generates legal documents as ordered by the Court and enters and tracks in the statewide system, providing copies to appropriate agencies.
- Notifies appropriate agencies of convictions. Documents and enters dispositions of cases for transfer to appropriate agency.
- Attends and keeps accurate records (written minutes and recording equipment) by efficiently detailing court proceedings and judgments for official public records.
- Performs legal research and explains technical and detailed statutory requirements and procedures to attorneys, pro tem judges, law enforcement, and the public seeking assistance to ensure judicial compliance.
- May perform duties and responsibilities of other Court Assistants.

QUALIFICATIONS:

- High school diploma or GED; and three years of progressively responsible clerical support experience in a court or legal environment.
- Typing speed of 45 wpm and ability to utilize a personal computer and related software packages to perform word processing, analysis, information retrieval and tracking, and other essential job functions.
- Incumbent may be required to pass a background check.

DESIRED SKILLS:

- Associates degree in law, business or other related field; Paralegal certification; or legal certificate is highly desirable.
- Exceptional listening skills with the ability to take notes utilizing shorthand or speedwriting accurately.

OTHER POSITION RELATED INFORMATION:

Questions About This Position?
Contact Person: Heather Villalobos (360) 786-6780

This position is:
- Eligible for benefits
- Represented by a union
- Classified as eligible for overtime under the Fair Labor Standards Act (FLSA)
- Contingent upon passing a background investigation

Please submit the following for consideration:
- Application
- Resume
- Letter of Interest

Court Assistant II Supplemental Questionnaire

* 1. I have completed and attached all necessary documents required for consideration, to include: Cover Letter and Resume.

❑ Yes   ❑ No

* Required Question