



## City of Bothell Community Court Specialist

<b>SALARY</b>	\$27.69 - \$35.21 Hourly \$4,800.08 - \$6,103.84 Monthly \$57,600.96 - \$73,246.08 Annually	<b>LOCATION</b>	Bothell, WA
<b>JOB TYPE</b>	Limited Term Part Time	<b>REMOTE EMPLOYMENT</b>	Flexible/Hybrid
<b>JOB NUMBER</b>	23-00063	<b>DEPARTMENT</b>	Municipal Court
<b>DIVISION</b>	Court	<b>OPENING DATE</b>	10/25/2023
<b>CLOSING DATE</b>	11/13/2023 5:00 PM Pacific		

### Position Description

The City of Bothell is looking for an outgoing and customer-service minded person with effective communication skills to be our Community Court Specialist.

#### *What will you do in this position?*

- Assists in the administration of the Municipal Court in accordance with the law of Washington State and the City ordinances; maintains confidentiality of court records and proceedings.
- Prepares notices, correspondence, and calendars for court hearings; manages calendar counts.
- Fosters a culture of equity and inclusion by welcoming and meeting the diverse needs and perspectives of groups and individuals.
- Supports and maintain the relationship between the Bothell Municipal County, the Bothell Community Court, and the constituent population.

#### *What do you need to be successful in this position?*

- An interest and passion for serving the community
- High School diploma or GED equivalent AND one (1) year of work-related experiences, preferably in Washington State or an equivalent combination of education, training and experience.
- Teamwork - Develops and uses collaborative relationships to build informal and formal teams in order to accomplish team goals.
- Builds Partnerships - Invests in the development of internal and external partnerships; collaborates to reach productive agreements, relationships and fosters goodwill.

To read the full job description, [click here](#).

#### *Recruitment timeline:*

- Applications accepted through 5:00 PM on November 13, 2023
- Anticipated Employment Start date: December 1, 2023

***We are committed to being a safe, equitable, and inclusive workplace and community.***

The City of Bothell is proud to be an Equal Opportunity Employer and is committed to providing equal opportunity for all

employees and applicants. Our employees are people with different strengths, experiences and backgrounds, who share a passion for improving people's lives. The City of Bothell recruits, hires, trains, promotes, compensates, and administers all personnel actions without regard to race, color, religion, sex, sex stereotyping, pregnancy (which includes pregnancy, childbirth, and medical conditions related to pregnancy, childbirth, or breastfeeding), gender, gender identity, gender expression, national origin, age, mental or physical disability, ancestry, medical condition, marital status, military or veteran status, citizenship status, sexual orientation, genetic information, or any other status protected by applicable law.

We seek to recruit and hire talented and engaged job candidates from a widely diverse range of backgrounds. We celebrate the diversity in our workplace and community and believe it makes us stronger.

If you need a reasonable accommodation to support your participation in the recruitment and selection process, please send an email to [hrhelpdesk@bothellwa.gov](mailto:hrhelpdesk@bothellwa.gov).

To learn more about the City of Bothell's commitment to Diversity, Equity, and Inclusion, visit the [DEI at Bothell Webpage](#).

### **Why Bothell?**

Bothell offers a career-enriching opportunity to apply your skills and experience in a way that has a positive effect on the community. We encourage professional growth and for employees to "think outside the box". We value work-life balance and provide paid vacation and sick leave benefits.

We offer ample time off including 11 paid holidays as well as 2 personal holidays. As an employee, you have access to a robust benefits package that includes medical, dental and vision for you and your family. We also offer life and disability insurance, state pension membership and deferred compensation for retirement. Commute trip reduction, alternative work schedules, flexible work environment, and hybrid work options are available when appropriate. The City of Bothell creates an environment that supports wellness practices which enhance the quality of life for City employees, and encourage and incentivize participation in an employee wellness program. As a result, the City is a recipient of the Association of Washington Cities WellCity Award.

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#### **Agency**

City of Bothell

#### **Address**

18415 101st Avenue NE

Bothell, Washington, 98011

#### **Phone**

425-806-6200

#### **Website**

<http://www.bothellwa.gov/>

## **Community Court Specialist Supplemental Questionnaire**

### **\*QUESTION 1**

**Briefly tell us why you are interested in this position?**

### **\*QUESTION 2**

**Briefly tell us about your court room experience.**

### **\*QUESTION 3**

**Have you worked in a position where you were required to keep confidential information?**

- ☐ No
- ☐ I have less than 1 year of experience in this area.
- ☐ I have between 1 - 2 years of experience in this area.
- ☐ I have 2 - 3 years of experience in this area.

☐ I have over 3 years of experience in this area.

**\*QUESTION 4**

**Do you have experience working in an environment where you are required to work with multiple departments or divisions who perform very different functions?**

☐ Yes

☐ No

**\*QUESTION 5**

**I certify that all statements above are true to the best of my knowledge. I understand that false statements will be sufficient cause for removal from the hiring process and/or termination.**

☐ Yes

☐ No

\* Required Question