City of SeaTac

Judicial Support Specialist

SALARY	$31.43 - $40.23 Hourly $5,447.33 - $6,973.04 Monthly	**LOCATION**	SeaTac City Hall; SeaTac, WA
JOB TYPE	Full Time	**JOB NUMBER**	06-142024
DEPARTMENT	Municipal Court	**DIVISION**	COURT
OPENING DATE	06/14/2024	**CLOSING DATE**	6/30/2024 11:59 PM Pacific

Basic Function

About the Position

Under the direction of the Judicial Support Supervisor or Lead Judicial Support Specialist. The incumbent will perform a variety of technical, administrative, and operational tasks in support of the Municipal Court operations. Work is performed independently and as part of a team. This position is cross trained to perform duties as needed to meet workload demands. The incumbent will provide accurate direction, information, assistance and technical support to all levels of court customers including attorneys, prosecutors, law enforcement agencies, defendants, victims and state agencies. Applies understanding of legal requirements and communicates a wide variety of information in accordance with laws, rules, court policies and procedures and code of conduct guidelines. *This position is overtime eligible and a member of the AFSCME Collective Bargaining Unit.*

There is a possibility of a hybrid work schedule for this position.

About Our City

The City of SeaTac is home to the state's largest international airport, making it a thriving tourist and business hub. Its community is diverse with native speakers from Vietnam, Africa, and Latin America—the City's population of 32,000 continues to grow as we nurture our flourishing global community. Our values are important to us and an essential part of the nearly 140 employee SeaTac family: Accountability, integrity, service, and teamwork.

Representative Duties

All duties and responsibilities listed under this section are considered essential functions of the job, which include but are not limited to the following.

1. Communicate a wide variety of information to all levels of court customers including attorneys, prosecutors, law enforcement agencies, defendants, victims and state agencies regarding court procedures by telephone, email, mail, fax, and scanning, or at the counter. Assist in completing necessary forms. Process all correspondence and legal documents received by the court, identify the issues, research requests, refer to the Judge, respond appropriately, and make all appropriate docket entries.

2. Enter all cases such as criminal citations, traffic citations, parking tickets, and code enforcement into the Judicial Information System (JIS) which requires verifying personal identification information. Update JIS with information such as hearings held, dispositions, sentence conditions, warrants, no contact orders, domestic violence orders, anti-harassment orders and probation entries as well as entries into other Judicial tracking software such as Inside Courts;

verify and review information from the Washington State Department of Licensing.

3. Schedule hearings including arraignment, pre-trial, readiness, trial, sentencing/reviews, mitigation, contested, show cause and motions within jurisdictional time frames. Prepare court calendars and notify any parties related to the case by subpoena or summons. Process continuance requests and notify all parties involved. Schedule and coordinate interpreters for non-English speaking defendants, victims, and witnesses. Schedule using various web-based online scheduling systems such as Ocourt.

4. Maintain the financial records for the municipal court, including money received for infractions and violations, bail, and time payments. Create accounts receivable, set payment schedules and monitor and apply payments in accordance with court procedures and jurisdiction. Collect, docket, receipt and balance money received by the court. Balance accounts at the end of the day. Take appropriate action on delinquent accounts in accordance with court procedure, and order and send collection statements. Work with contracted collection agencies (including but not limited to; nCourt and Alliance One) to assign or remove accounts as appropriate. Monitor bankruptcy as well as garnishment notices received by the Court. Make account corrections or adjustments when ordered by the court. Prepare bank deposits. Generate related reports.

Perform related duties as assigned.

To review the entire job description and essential functions of the job, please click here.

This recruitment may be used to fill additional vacancies for up to one year.

Required Education and Experience

- High School diploma or GED.
- Two (2) years of increasingly responsible clerical experience with an emphasis on customer service.

OR

- A combination of experience and training that provides the candidate with the knowledge and skills to perform the job.

Licenses and Other Requirements

- Oath of Confidentiality with the State of Washington Administrative Office of the Courts
- Valid Washington State Driver's License may be required 45-days after date of appointment.
- A satisfactory three-year driving abstract record, submitted prior to hire.

Preferred

- Fluent in Spanish, Somali, Amharic, Punjabi, and/or Vietnamese preferred.

The successful candidate must have successful references and pass a criminal background check prior to hire.

Agency

City of SeaTac

Address

4800 South 188th Street

SeaTac, Washington, 98188

Phone

206-973-4653
206-973-4650

Website

http://www.seatacwa.gov

Judicial Support Specialist Supplemental Questionnaire

*QUESTION 1

Did you review and understand the full job description - link found on the job ad?

○ No, I did not click on the link to review the full job description.

○ Yes, I clicked on the link on the job ad. I have reviewed and understand the responsibilities and requirements of the position.

*QUESTION 2

What is your highest level of education?

○ No diploma/degree

○ High School Diploma/GED

○ Associate's degree

○ Bachelor's degree

○ Master's degree or higher

*QUESTION 3

How many years of clerical experience (with an emphasis on customer service) do you have?

○ None

○ Less than 1 year of experience

○ 1 year of experience

○ 2 years of experience

○ 3 years of experience

○ 4+ years of experience

* Required Question