

Thurston County Juvenile Court

Court Assistant II

Tumwater, WA, United States

The salary for this position is: \$4,532.00 - \$6,029.00 monthly

Please visit the County website to apply: [Court Assistant II](#)

Thurston County's Juvenile Court is looking to fill a Court Assistant II position. The Juvenile Court Assistant II provides technical assistance on detailed legal processes, research questions and complaints, and review legal documents to ensure compliance with case management standards, statutory requirements, and court orders. Duties may include administrative and data entry work supporting juvenile probation counselors, juvenile detention officers, guardian ad litem, and administrative staff duties to support the mission and goals of Thurston County's Juvenile Court.

Essential functions may include, but are not limited to, the following:

- *Performs technical review of court documents for completeness and compliance with statutory requirements and approves documents for filing or requests additional information from parties. Reviews petitions, applications, affidavits, oaths and court orders prior to issuance of writs, subpoenas, letters testamentary and arrest warrants, verifying the accuracy and completeness of 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 systems. Identifies and prepares information for entry judgments into statewide indexing system. Interprets and applies RCWs, court rules and procedures before entering judgments. Consolidates defendant case histories by reviewing each case to determine the accuracy of the data.*
- *Generates legal documents as ordered by court and enters and tracks in statewide system and provides copies to appropriate agencies.*
- *Notifies appropriate agencies of convictions. Documents and enters dispositions of criminal and offender cases for transfer to appropriate agency.*
- *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.*
- *Arranges court appearances of individuals held in the County detention facilities, assembling court documents, researching the defendant's historical record and providing coordination with courtroom, jail, attorney and probation. Schedules and coordinates a calendar of miscellaneous emergent issues.*
- *Expedites documents for court hearings and ensures review by judicial officer, following established procedures/guidelines. Determines process for coordination of emergency orders needing presentation before the court.*
- *Assigns and sets hearing/trial dates for pending cases, coordinates schedules and locations. Generates written confirmation to all parties involved. Prints, distributes and posts calendars according to procedures.*

- *In accordance with established policies and procedures, forwards case dispositions to applicable outside agencies.*
- *Initiates correspondence and prepares certified copies of records and recordings of court proceedings. Following established procedures, responds to requests for court records from defendants, attorneys and other parties. Verifies scanning and maintains destruction of records logs.*

To view the full job classification, click here: [**Court Assistant II**](#)

WORKING CONDITIONS:

- Work Environment – *Quite office setting in Tumwater, Washington*
- Schedule - *Monday – Friday, 8:00 a.m. – 5:00 p.m.*
- Travel Requirements - *None*
- Customer Interactions - *Daily interactions via phone and in-person with Thurston County staff and the public.*

WHO WE ARE:

Thurston County values the diversity of the people it hires and serves. Inclusion to us means fostering a workplace in which individual differences are recognized, appreciated, and responded to in ways that fully develop and utilize each person's talents and strengths. We are dedicated to recruiting and developing a talented workforce from various cultures, lifestyles, backgrounds, and perspectives who are committed to our vision and core values. [Thurston County Racial Equity and Inclusion Webpage](#)

WHAT WE OFFER OUR EMPLOYEES:

- **Plan For Your Future:** As a member of our team, you will enjoy great employee benefits, including a retirement plan, pre-tax savings accounts, as well as comprehensive health care and dental/vision care for you and your family. Please visit [**Thurston County Employee Benefit Plans**](#) for more information.
- **Paid Leave:** Full-time regular employees earn paid vacation in addition to paid **holidays**.
- **Robust Training Program:** Employees are encouraged to attend County paid training to help them further their career, learn new skill sets, and stay on top of emerging trends in our industry. We also encourage our staff to participate in professional organizations and attend conferences.
- **Deferred Compensation:** The County offers 3 voluntary deferred compensation plans for employees who would like to set aside additional deferred tax dollars into a retirement savings plan.
- **Flexible Spending Account (FSA):** Employees can take advantage of Section 125 flexible spending accounts for out-of-pocket health care and daycare expenses with pre-tax dollars.
- **Public Service Loan Forgiveness:** This is a federal program which allows full-time public service employees who have made qualifying payments for certain loans, to get their student loans repaid. [**Public Service Loan Forgiveness Program**](#)

Why you'll love it here: Thurston County is located between Seattle and Portland in Western Washington's South Puget Sound Region. Perched in between the mountains and the ocean, the area boasts the perfect blend of year-round outdoor activities including boating, hiking, skiing, and more. The region is also home to the state capitol city of Olympia, known for its many restaurants, microbreweries, coffee shops, farmer's markets, kids' activities, history, and art events. Discover more about life in Thurston County at Experienceolympia.com.

Message to potential applicants: We understand that some potential applicants are less likely to apply for jobs unless they believe they meet every one of the functions or skills listed in a job description. We are most interested in finding the best candidate for the job, and we understand that may be someone who will learn some of these skills on the job. If you are interested in this position, and meet the minimum qualifications, we encourage you to go ahead and apply! Feel free to think about how you will bring your own set of skills to the role and tell us about the potential that you hold.

QUALIFICATIONS:

- *High school diploma or GED.*
- *Three years of progressively responsible clerical support experience in a court or legal environment. Any equivalent combination of experience and education that provides the applicant with the desired knowledge, skills, and ability required to perform the work will be considered.*
- *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.*

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 speed writing accurately.*

OTHER RELATED RECRUITMENT INFORMATION:

Questions about this recruitment? Please contact: *Please contact **Jim Madsen** at 360-709-3148.*

This position is:

- *NOT represented by a Union*
- *Eligible for benefits*
- *Eligible for overtime under the Fair Labor Standards Act (FLSA)*
- *Contingent upon passing a background check*

Items requested for consideration:

- *Application*
- *Resume*
- *Letter of Interest*
- *Supplemental Questions*

Please note: Information in this announcement is subject to change without notice at any time during the length of the job advertisement.

THURSTON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Thurston County is committed to provide equal opportunity to all persons seeking or having access to its employment, services and activities, which is free from restriction based on race, sex, marital status, color, creed or religion, national origin, age, sexual orientation, including gender expression or identity, pregnancy, status as an honorably discharged veteran or military status, genetic information, or the presence of any sensory, mental or physical disability, unless based upon bona fide occupational qualifications. Applicants with disabilities who need accommodation with the application or selection process should contact Thurston County's Human Resources, at (360) 786-5498. Those who are deaf, deaf-blind, hard of hearing or speech impaired may use the statewide relay system to reach Thurston County offices and departments to conduct their business telephonically. Relay users can simply dial 7-1-1 (or 1-800-833-6388) to connect with Washington Relay.