



City of Bothell Judicial Specialist

SALARY	\$31.51 - \$40.06 Hourly	LOCATION	Bothell, WA
JOB TYPE	Limited Term Full Time	REMOTE EMPLOYMENT	Flexible/Hybrid
JOB NUMBER	25-00159	DEPARTMENT	Municipal Court
OPENING DATE	03/20/2025	CLOSING DATE	4/3/2025 5:00 PM Pacific

Position Description

Please note: Application may not be accepted if it is incomplete. Adding your resume and/or cover letter in lieu of the application may not be accepted as well.

The Bothell Municipal Court presents an exciting opportunity for a full-time limited term Judicial Specialist to efficiently process school zone enforcement infractions and handle other administrative duties as assigned.

This full-time limited term position is authorized until July 2026.

What will you do in this position?

- Performs basic clerical and administrative duties in accordance with Court procedures and policy, including data entry, record keeping, preparing and processing documents, and maintaining files.
- Provides Municipal Court information and customer service; answers questions as the primary point-of-contact for customers in-person and by phone; assists customers with court procedural information, payments, responds to requests for information within the scope of authority and training.
- Prepares calendars for court dates; manages calendar counts; prepares notices; prepares and processes various correspondence opens, processes, and distributes mail.

A successful candidate in this position will:

- Have an interest and passion for serving the community.
- Effective internal and external communication.
- Develop and use collaborative relationships to build informal and formal teams in order to accomplish goals.

Preferred qualifications:

- Knowledge of Washington State Courts of Limited Jurisdiction rules, policies, and procedures.
- Applicable Knowledge of State and Federal rules, codes, and regulations.
- Knowledge of Washington State Administrative Office of Courts' Judicial Systems computer codes.

To read the full job description and review the minimum qualifications, [click here](#).

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.

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.

Employer

City of Bothell

Address

18415 101st Avenue NE

Bothell, Washington, 98011

Phone

425-806-6200

Website

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

Judicial Specialist Supplemental Questionnaire

***QUESTION 1**

What is your knowlege level of the computer codes for the Washington State Administrative Office of the Courts' Judicial Information System?

- ☐ Familiar with the codes
- ☐ Intermediate knowledge; work with the codes several times a week
- ☐ Advanced; work with the codes on a daily basis

***QUESTION 2**

Please indicate how many years of Court Clerk experience in Washington State you have.

- ☐ No experience
- ☐ Less than 2 years of experience
- ☐ More than 2 years, but less than 4 years of experience
- ☐ More than 4 years, but less than 6 years of experience
- ☐ More than 6 years of experience

***QUESTION 3**

Briefly tell us about your court room experience.

***QUESTION 4**

I understand that this position is a limited-term full time position, authorized until July 2026.

- ☐ 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**