



## City of Kirkland Judicial Specialist .75 FTE

<b>SALARY</b>	\$33.85 - \$39.83 Hourly \$5,868.15 - \$6,903.69 Monthly \$70,417.78 - \$82,844.32 Annually	<b>LOCATION</b>	Kirkland, WA
<b>JOB TYPE</b>	Part-Time	<b>JOB NUMBER</b>	202100627
<b>LOCATION</b>	Municipal Court	<b>OPENING DATE</b>	05/27/2025
<b>CLOSING DATE</b>	Continuous	<b>FLSA</b>	Non-Exempt
<b>BARGAINING UNIT</b>	AFSCME		

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### Job Summary

The Judicial Specialist is accountable for a high degree of specialized and complex responsibilities that are technical in nature. This position contributes to the efficient case management and ensures the successful operation of a high-volume Municipal Court serving the cities of Kirkland, Clyde Hill, Medina, Hunts Point, Yarrow Point and Woodinville. The Judicial Specialist works in conjunction with court management, the bench, and other government agencies or contractual agents and actively supports the vision, mission, values, and goals of the Court. This position is responsible for researching, analyzing, and providing program-specific direction to both internal and external court customers. The work requires necessary attention to detail and applies understanding of legal requirements to communicate a wide variety of information in accordance with laws, rules, court policies and procedure in which consequences of an error would be of great detriment.

**Distinguishing Characteristics:** Work is performed in accordance with professional standards, city ordinances, state regulations and court rules. Work is characterized by high-level responsibilities with an emphasis on providing accurate direction, information, assistance, and technical support to all levels of court customers including attorneys, prosecutors, law enforcement agencies, defendants, victims, citizens, interpreters, and state agencies. This position maintains a high level of accountability, confidentiality, and the ability to work in a fast-paced environment with essential attention to detail, thereby reducing any liability.

**Essential Functions:** *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Provide excellent customer service in handling high-volume interactions with court participants by telephone and in-person and accurately interprets, analyzes, researches, and resolves complex court questions, issues, and

complaints in accordance with laws, rules and court policies.

- Demonstrates understanding of legal terms and applies state and local laws and court rules governing court operations and advises participants regarding proper course of action and legal requirements.
- Accurately enter all criminal, infraction, parking, school zone, moorage, animal control and impound filings for multiple jurisdictions requiring the verification of personal identification information.
- Facilitate in-person and virtual court hearings using courtroom operating technology such as Zoom, AV CaptureAll, OCourt, JIS, JABS and Laserfiche. Record and document proceedings, mark exhibits and process all court documents. Create court dockets with absolute accuracy update case disposition sentencing conditions, bench warrants, no contact orders, domestic violence orders and firearm orders. Schedule court hearings within jurisdictional timeframes and regulate case flow.
- Receive, investigate, and process all legal documents. Examine documents to determine whether they conform to the rules of practice. Take action using the appropriate court procedures, mindful of speedy trial and jurisdictional mandated timelines.
- Order and prepare tracking reports to verify compliance of all sentencing conditions ordered by the Judge, including evaluating defendant criminal history for new law violations, confirming compliance with conditions such as alcohol, drug, domestic violence, and mental health treatment and evaluations, DUI victim's panel, alcohol/drug information school, defensive driving school, AA meetings, community service and restitution.
- Report conviction data in accordance with mandated reporting requirements to the Department of Licensing, Police Departments and Washington State Patrol.
- Research and identify the status and jail location of in-custody defendants to coordinate with multiple law enforcement agencies and correctional facilities to arrange timely transport of defendants.
- Prioritize and prepare daily in-custody cases and verify that all appropriate paperwork, such as new charging documents and warrants have been processed with the court, thereby reducing any liability issues. Process all related case documents, schedule court hearings, and notify all parties of upcoming court proceedings.
- Maintain warrant control, including, issuing, recalling, processing, and purging bench warrants. Maintain failure to appear (FTA) control with Department of Licensing, including, ordering, issuing, adjudicating and purging. Ensure all defendants who are booked on bench warrants or post bail have their warrants cleared to ensure accurate records with appropriate police agencies. Process bail and bail bonds associated with warrants and in-custody matters.
- Act as mental health/commitment coordinator, prepare orders, and contact Western State or other doctors to coordinate an appointment for evaluation, prepare transport order, coordinate with jail, attach order with needed documents and coordinate all other schedules and information.
- Refer all assigned cases to the Probation Division including pre and post sentence interviews. Proficiently use the probation case management system, currently LawBase. Monitor all active probation participants in-custody, using both New World software and inmate management sites. Coordinate with multiple law enforcement agencies for records requests on active probation participants. Review probation reports and schedule a hearing or refer to the Judge accordingly.
- Perform duties mandated by Domestic Violence Legislation under the Revised Code of Washington (RCW) and Washington State Rules of Court which includes setting hearings within 24 hours, prepares certified No-Contact Orders. Process Orders to Surrender Weapons and Ineligibility to Possess Firearms. Notifies Domestic Violence Victims Advocate, Police Records and Department of Licensing of court orders.
- Enter Extreme Risk Protection Orders and file with King County Superior Court.
- Schedule and coordinate interpreter services for court proceedings by acting as liaison between the court and interpreter agencies using the interpreter program 1Lingua and printing invoices for payment.
- Responsible for the timely and accurate administration of the court services and functions which includes, collections, receipting, and financial recordkeeping of court fines, fees, restitution, and bail. Responsible for receipting large sums of cash, checks and credit card transactions. Receive and apply payments, reconcile, and balance daily. Research complex account payment history and make account receivable adjustments when ordered by the Judge or applicable.
- Research and apply complex account codes and fine break-down as mandated by the State. Create accounts receivable and set payment agreements with case participants; monitor payments and take appropriate action for delinquent accounts and assign to the Collection Agency.
- Coordinate and maintain high-volumes of Mitigation and Contested proceedings both electronically and in-person hearings. Process court orders and communicate findings to case participants in a timely manner.
- Maintain and serve as custodian of record of radar calibration certifications as required by RCW 5.44.

- Interpret and process Public Disclosure Requests for court records. Disseminate records in compliance with GR31.1 Access to Administrative Records General Principles.
- Provide Public Defender screening to determine eligibility in accordance with State Guidelines.
- Conduct special projects and reports at the request of court management.
- Recommend procedural changes and systems for use by court employees.
- Serve as liaison with other divisions/departments or government agencies; may be required to represent the court in related meetings and committees.
- Make recommendations to the Municipal Court web page and assist as needed.
- May participate in the interview process and make recommendations to Court Management for hiring purposes.
- Assist with Community Court and provide support to court participants.
- Serve as Jury Coordinator in collaboration with King County Superior Court; update the jury-information phone line and website; conduct juror orientations; assign jurors as needed; submit juror fees for payment.
- Electronically file criminal and civil appeals Comply with all requirements of King County Superior Court's rules and mandated timelines in accordance with Washington State Law guidelines.
- Scan and index all court correspondence and maintain an accurate and complete electronic paperless case management system.

#### **Peripheral Duties:**

- Perform functions as assigned in the City's emergency response plan in the event of an emergency.
- Cross-train in all court service areas as assigned.
- Perform other duties as assigned, including but not limited to being assigned to work in other functional areas to cover absences or relief, equalize peak work periods, or balance the workload.

#### **Why Kirkland?**

Ranked as one of the most livable cities in America, Kirkland is an attractive and inviting place to live, work, and visit. We have big city vision while maintaining a small-town, community feel. If you are a candidate with the desire to join an organization looking to innovate into the future, the City of Kirkland is the place for you!

If you ask our employees why they love where they work, they will tell you about the great people, work environment, supportive leadership and City Council, and fearless innovation.

We also invest in you!

**Competitive Wages:** We strive to maintain competitive compensation packages and work to provide wages that meet the knowledge, skills, and abilities of our employees.

**Awesome benefits:** The City offers benefits that are unmatched by most other employers. Please click on the benefits tab above to view more details.

**Childcare Programs:** To help address the challenge of finding reliable childcare, the City of Kirkland has reserved spots for City employees at local and regional providers, available at a discount. New employees gain access to Kirkland's reserved spots as soon as they start employment. [Learn more!](#)

**Training and Career Development:** The City of Kirkland believes in developing its employees. You will have access to training opportunities designed for career development and advancement based on your position, skills, and interests.

## **Knowledge, Skills and Abilities**

#### **Knowledge of:**

- Courts of limited Jurisdiction legal procedure and jurisdictional time frames.
- Courtroom policy, procedure, and practices, including courtroom demeanor.
- Understanding legal terminology and processing a wide variety of legal forms and documents in compliance with established rules, policy and procedures

incompliance with mandated timelines, and judicial discretion.

- Criminal Justice System including prosecutor, public defender, police, and jail processes as they relate to the court.
- City, County, and State laws, ordinances, rules, and regulations.
- Customer services best practices.
- Accounting, recognizing and cash handling principles and techniques.

#### **Skilled in:**

- Using computers and applicable software programs, including but not limited to, Word, Excel, Outlook, SharePoint, Teams and OneDrive.
- Diffusing irate or combative individuals. Recognize potential danger and take appropriate action to ensure safety and security. Maintain professional composure during stressful situations.
- Problem solving, organization, and time management.
- Communicating effectively, both verbally and in writing.
- English grammar, spelling, punctuation, and vocabulary.
- Excellent accounting skills and performing mathematical calculations quickly and accurately.
- Effective use of interpersonal skills using respect, patience, and courtesy.
- Telephone etiquette and techniques to properly assist a diverse assortment of inquiries while navigating case participants through the legal process.

#### **Ability to:**

- Maintain all ethical and professional standards of the Court, City and State.
- Perform a wide variety of complex and responsible duties accurately and efficiently with essential attention to detail.
- Research, interpret, apply, and explain court rules, administrative orders, regulations, policies, and procedures as applicable to daily operations.
- Observe strict confidentiality and discretion when handling confidential and privileged information.
- Exercise good judgment in responding to difficult people, problems, questions, and situations.
- Work successfully as part of a team in a fast paced, high-pressure environment and adapt to quickly changing priorities.
- Utilize the JIS Statewide Database – including JABS, ETP, BOXI/BIT and OCourt, Laserfiche, Probation Case Management System (CMS), Law Enforcement Records Management, Public Disclosure Request, AV CaptureAll, 1Lingua, LawBase, VERRA, NCIC and other court specific applications.
- Ensure State mandated time frames are followed in relation to court cases.
- Use exceptional and respectful customer service while interacting with others by using tact, patience, and courtesy.
- Analyze and solve work-related problems and communicate effectively with staff and management to promote and exchange ideas and information.
- Express ideas and recommendations while maintaining a professional, cooperative, and effective working relationship with presiding judge, management, coworkers, supervisors, and outside agencies.
- Prepare, proofread, edit, and maintain reports and business correspondence. Update and assist with writing new procedure when necessary.
- Successfully communicate with people of diverse social, cultural, ethnic and lifestyle backgrounds.
- Speak effectively, present information and respond to questions in a courtroom environment, in one-on-one situations, before small groups, employees, and the public.
- Demonstrate initiative and work efficiently on several projects concurrently, complete work with multiple interruptions.
- Maintain a professional appearance at all times.

## **Qualifications**

#### **Minimum Qualifications:**

- Education: Associate degree.

- Experience: 1 year of increasingly responsible experience working in a business or legal field with preference towards district or municipal court environment.
- Or: In place of the above requirements, the individual may possess any combination of relevant education and experience which would demonstrate the individual's knowledge, skill, and ability to perform the essential duties and responsibilities of this position at a high level.

#### **Licenses and Other Requirements:**

- Adhere to the Kirkland Municipal Court Code of Conduct & Expectations for Court Employees.
- Sign and abide by the Oath of Confidentiality Agreement for Access to the Judicial Information System (JIS) Applications by the State of Washington Administrative Office of the Courts.
- Become compliant with state and FBI CJIS Division policies and regulations, including verification of a state of residency and national fingerprint-based record check, maintain ACCESS certification through required testing and pass re-background check completed by the Terminal Agency Coordinator.
- Successful passing of a required background check and national fingerprint-based records check.

#### **Other**

##### **Hazards:**

- Contact with dissatisfied or potentially abusive individuals or hazardous situations.
- Possible exposure to communicable diseases and illness working with court participants in the courtroom and court offices.

##### **Physical Demands and Working Environment:**

Work is performed in a typical office and courtroom environment with moderate noise level and numerous interruptions, Monday through Friday. Variable hours may occur. Employees in this classification may be required to work varying shifts including nights and weekends as assigned by management. Situations do involve interaction with emotionally distraught, irate, and combative individuals.

While performing the duties of this job, the employee is regularly required to use arms, hands, and fingers to reach, handle, feel, or operate objects, materials, tools, equipment, or controls. Frequently required to sit, stand, walk, hear, and talk normally with or without mechanical assistance and occasionally be required to lift in excess of 10 pounds. Specific vision abilities required by this job include close, distance, color, peripheral vision, depth perception, and the ability to adjust focus.

Position requires a resume and cover letter for consideration of application. Please note how you meet minimum qualifications within the cover letter. Applicants who are selected for next steps in the hiring process will be invited by phone or e-mail. Candidates are encouraged to apply at the earliest possible date as screening, interviewing, and hiring decisions will be made through the recruitment period, until such time as the vacancy is filled. Position is open until filled, with first review of applicants made by 15th day of original posting.

The City of Kirkland is a welcoming community where every person can thrive and grow. We value diversity, inclusion, belonging, and work together to support our community. We do this by solving problems, focusing on the customer, and respecting all people who come into the City whether to visit, live, or work. As an Equal Opportunity Employer, we are committed to creating a workforce that does not discriminate on the basis of race, sex, age, color, sexual orientation, religion, national origin, marital status, genetic information, veteran status, disability, or any other basis prohibited by federal, state or local law. We encourage qualified applicants of all backgrounds and identities to apply to our job postings. Persons with a disability who need reasonable accommodations in the application or testing process, or those needing this announcement in an alternative format, may call 425-587-3210 or Telecommunications Device for the Deaf at 711.

**Employer**

City of Kirkland

**Location**

Municipal Court

**Address**

123 5th Ave

Kirkland, Washington, 98033

**Phone**

425-587-3160

**Website**

<https://www.kirklandwa.gov/Government/Departments/Municipal-Court>