

# Thurston County Superior Court

## Judicial Assistant

Olympia, WA, United States

The salary for this position is: \$4,902.00 - \$6,521.00 monthly

Please visit the County website to apply: [Here](#)

**Thurston County is seeking a highly motivated and qualified individual for the position of Judicial Assistant in Superior Court.**

*This position implements and manages complex programs for Case Tracking Systems, Differential Case Management and Unified Family Court cases. Coordinates and schedules criminal, civil, family law and juvenile cases after initial filing through trial to case completion and maintains the master calendar. Reassigns cases in event of recusals, Notices of Disqualification and other conflicts of any nature in all case types. Performs confidential administrative assistance to Superior Court Judges, Court Commissioners, visiting and retired judges, to the Criminal Master Calendar, the Drug Court Program, the Court Administrator and the Unified Family Court Program.*

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

- *Coordinate and schedule trials, including prioritizing cases and controlling trial calendars, handle inquiries from other court staff, counsel and the general public. Create, update and maintains judges' individual departmental calendars. Schedule and calendar special hearings before judges in response to emergent needs and/or inquiries from counsel or the general public. Reassign cases in event of recusals, affidavits of prejudice and other conflicts of any nature in all case types in conjunction with the judges and other Judicial Assistants.*
- *Assist Judge with trial confirmations, analyze complex cases with multiple issues; determine and initiate other actions necessary to move cases to completion. Gather and apply information necessary to prepare the Case Schedule Order assigning case deadlines and trial dates for each case. Prepare jury instructions with speed and accuracy.*
- *Prepare, maintain and update the weekly master calendar. Prepare, reproduce, and distribute docket calendars. Manage docket calendars, coordinating with all parties, significant overlaps or conflicts of any docket calendar. Manages Unified Family Court model by scheduling multiple related cases and hearings before a single judicial officer. Assists parties in identifying and accessing court-ordered services and monitors parties' completion of court-ordered services.*
- *Supervise the Court's Arbitration Program for civil cases and the Family Law Mediation Program, making discretionary decisions with arbitrators and mediators in management of individual cases. Recommends and refers high-conflict cases to non-adversarial processes that diffuse conflict and allow early resolution, including scheduling of facilitators, and matching their skills or areas of expertise with appropriate cases.*
- *Review and interpret petitions, orders and proposed court documents verifying accuracy and completeness before submission to judicial officers.*

- *Develop and maintain research projects for statistical information. Conduct studies and evaluates procedures and activities within the scope of assigned functional areas. Prepares data base system reports involving access to multiple applications as necessary. Assists in grant writing as needed. Evaluates court procedures and rules, proposes changes and obtains input from affected agencies and divisions of the local bar.*
- *Trains temporary and permanent court employees and other court staff in the duties of Judicial Assistant and may lead or coordinate the work of volunteers and/or interns.*
- *Establish and maintain strong working relationships and serves as liaison with judges, court reporters, court staff, courtroom clerks, counsel, community agencies and the general public.*
- *Coordinate scheduling of visiting judges; information and referral services; Courthouse Facilitator, Guardians ad Litem and community resources for appropriate calendar assignment; and telephonic and video appearances for court hearings.*
- *Maintain and distributes Local Court Rules to local and state agencies and publications. Creates, revises and makes available local court forms and special program materials.*
- *Coordinate judge-conducted meetings and conferences involving large groups with varied interests. Provides administrative staff support to court and County committees.*
- *Prepare and organize confidential data relating to the status and circulation of memorandum opinions and letter opinions. Revise and update opinion banks for each individual Judge. Prepare and maintain confidential written correspondence.*
- *Receive and analyze ex parte communications, including constituent inquiries and complaints, taking appropriate action as necessary.*
- *May assume duties of supervisor in his/her absence. Provides backup coverage for other court staff as needed.*

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

#### **WORKING CONDITIONS:**

- *Work Environment – The position is based in a courthouse environment in Tumwater, WA. Staff are assigned to work within the courthouse, which may involve a combination of offices, courtrooms, and other areas of the building.*
- *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:**

- **Work-Life Balance:** We are committed to ensure that our staff experience the reward of public service, while also sustaining a routine that suits each individuals' lifestyle.
- **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.
- **Flexible Work Schedules:** Some of the options that employees may take advantage of include alternative or compressed schedules and/or remote working.
- **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:**

- *Associated Arts degree in paralegal studies or other related field; and six years of progressively responsible clerical/secretarial experience, four years of which must have been in a legal or court environment. Must have two years of experience managing a major project demonstrating the ability to work independently and make responsible decisions; and a background in legal terminology, trial calendar terminology and judicial procedures. Must have demonstrated experience in modern office methods and procedures.*

- *Ability to communicate effectively both orally and in writing with superiors, subordinates, other organizations, attorneys and the general public. Ability to assist co-workers with specific case processing procedures and policies.*
- *Must type at a minimum of 65-70 wpm with strong computer operating and multiple software skills, experience and knowledge in computer equipment and database programs, and the ability to transcribe from recorded systems.*
- *Licensed as Notary Public.*

#### **DESIRED SKILLS:**

- *Managing calendars in the Odyssey Case Management System*
- *Organization and operation of the Washington State Court System*
- *Procedures and practices within courts of general jurisdiction*
- *Techniques of effective program management*
- *Effective communication skills and methods*
- *Techniques of correspondence and report writing*
- *Work independently with minimal instruction*
- *Maintain confidentiality*
- *Prepare reports and correspondence independently*
- *Plan and coordinate numerous program activities and special projects*
- *Learn, apply and interpret policies and procedures*
- *Maintain effective public relations and obtain cooperation of other individuals*

#### **OTHER RELATED RECRUITMENT INFORMATION:**

Questions about this recruitment? Please contact: ***Kristin Jensen, Superior Court Administrator 360.786.5602***

This position is:

- *Not represented by a union*
- *Eligible for benefits*
- *Eligible for overtime under the Fair Labor Standards Act (FLSA)*

Items requested for consideration:

- *Application*
- *Resume*
- *Cover Letter*
- *Professional References*

**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.