

SNOHOMISH COUNTY
invites applications for the position of:

Judicial Process Assistant - Juvenile Division, Part-Time

SALARY: \$19.01 - \$25.61 Hourly

OPENING DATE: 03/19/18

CLOSING DATE: 04/01/18 11:59 PM

DESCRIPTION:

To assist the County Clerk's Office to examine, prepare, and preserve all Superior Court court records and exhibits filed in the County Clerk's Office pursuant to state law and court rules; and to provide technical customer service.

This position is located at Denney Juvenile Justice Center (DJJC).

This is a part-time position, 24 hours per week (.6 FTE).

Certified typing exam must be submitted with the online application in order to be considered. Failure to submit a certified typing exam with your application will result in the application being rejected.

Certifications may be obtained from a business or public school/college, job training center, employment agency or other related agency. ONLINE TYPING TESTS WILL NOT BE ACCEPTED.

Certifications may be in the form of a certificate, letter, or other test result verification and must clearly state the following:

- Your name.
- Name of the issuing agency, agency's official emblem, address and telephone number.
- The date of your test. **THE TEST MUST BE DATED WITHIN THE PREVIOUS 6 MONTHS.**
- Net typing speed of the test. The minimum net typing requirements for this position are stated on the job announcement (45 net WPM).
- Signature of person verifying the certificate.

For your convenience, listed below are examples of local agencies that provide typing certifications:

- WorkSource Everett, Everett Station, 3201 Smith Avenue, Room 330, Everett, WA 98201, 425-258-6300
- Edmonds Community College, 20000 68th Avenue W. Lynnwood, WA 98036, 425-640-1792.

JOB DUTIES:

STATEMENT OF ESSENTIAL JOB DUTIES

1. Examines court documents for legally required data, formats and correct causes of action for the following Superior Court case types: Criminal, Civil, Domestic, Probate/Guardianship, Adoption/Parentage, Involuntary Treatment, Juvenile, and Appeals prior to acceptance for

filing, pursuant to statutes and court rules; and processes filing fee accounts receivable transactions.

2. Prepares and electronically files appeal documents with State Court of Appeals and State Supreme Court, pursuant to state Rules of Appellate Procedure (RAP); prepares appeal documents to/from courts of limited jurisdiction, and state administrative agencies; and prepares billing documents.
3. Examines, determines, and provides appropriate access for all court exhibits, including bio-hazard materials, weapons, drugs, money, and other valuables; indexes and retrieves exhibit data from multiple databases; maintains chain of custody for records and exhibits and participates in quarterly audits; prepares documentation and exhibits for release, and/or destruction after required retention period; prepares and provides exhibits for transfer to State Court of Appeals or Supreme Court for appellate cases.
4. Examines and indexes court and appellate documents into state databases and Clerk's Case Management System (CMS) and ensures compliance with state law, and state and local court rules; facilitates the proper preparation and processing of court documents within the Superior Court system; examines court records to ensure statutorily confidential and sealed documents and records are not disclosed to the public; verifies to ensure accuracy and updates index entries in state databases and Clerk's CMS.
5. Transmits specific court documents and court orders involving protection orders, restraining orders, and bench warrants to law enforcement pursuant to state laws; transmits specific court documents and court orders and information to the Washington State Support Registry, Department of Licensing, Secretary of State, and other government agencies pursuant to state law.
6. Issues summons and writs of certiorari, execution, garnishment, habeas corpus, mandamus, prohibition, replevin, attachment and restitution; reviews and issues criminal, civil predator and material bench warrants and warrants of arrest as ordered by Superior Court; reviews, issues and maintains search warrants, and enters and manages special inquiries and intercepts as ordered by Superior Court. Reviews and complies with court orders in the issuance of in-state subpoenas and issues foreign subpoenas under Clerk's statutory authority; prepares certified and/or exemplified legal court documents and records, tenders fees, and transmits to state and county departments, title companies, law firms, other agencies and the public. Maintains the Superior Court sealed Will Repository per statute.
7. Assists attorneys, legal staff, Superior Court employees including Judges and Commissioners, other government agencies, and the public in conducting complex court record searches using a myriad of online computer and microfilm/fiche search tools and procedures; determines access to confidential and sealed court records; collects fees, prepares certified search results, and maintains audit trail of written search requests.
8. Assists the general public, attorneys/legal staff, Superior Court employees, Judges, Commissioners, government and commercial agencies in person, by telephone or in writing by explaining court procedures and schedules; provides technical information about court document and record processing and indexing; provides professionally written responses to public regarding authorized state law and court rule requirements for rejecting legal documents; evaluates and diffuses sensitive and/or potentially volatile people and situations and reacts appropriately including contacting security when necessary.
9. Provides procedural information, court forms, and instructional materials regarding court rules, policies and procedures to victims of domestic violence, harassment, stalking, and sexual assault as well as vulnerable adults seeking protection from predatory individuals and to individuals seeking an extreme risk protection order; ensures timely data entry into local and state information systems; and supports the judiciary through attendance at daily protection order hearing calendars to facilitate the court process.
10. Determines appropriate fees based on statutory requirements and receipts a high volume of complex Superior Court fees, fines and restitution from a variety of sources into the Clerk's CMS. Includes a high volume of cashiers' checks/money orders, electronic fund transfers, credit/debit card transactions and online payments; maintains accounting for all legal tender collected; maintains, balances, and closes cash registers on a daily basis; recommends and maintains accounting controls in an environment that includes a high volume of customer transactions.

11. Provides ex parte services via mail to law firms and the public; researches and provides filed documentation to court commissioners to facilitate the processing and entry of court orders; facilitates completion of ex parte transactions by filing originals and mailing copies of documents to customers; recommends and assists lead, supervisor or manager with the development of pro-se self-help forms packets.
12. Maintains electronic record keeping systems to ensure complex databases are accurate; reviews court documents, records, and digital recordings for accuracy sufficient to prepare permanent record groups for permanent archival preservation or destruction in accordance with the Secretary of State Clerk Retention Schedules and generally accepted recordkeeping principles.

STATEMENT OF OTHER JOB DUTIES

1. Recommends and assists in updating procedures as assigned.
2. Provides back-up and peak workload coverage for co-workers and for other divisions in the Clerk's Office.
3. Testifies in court cases as a subject matter expert regarding Clerk's Office policies and procedures and statutory responsibilities as required.
4. Serves on a variety of teams and committees as needed; may perform other related duties as assigned.

MINIMUM QUALIFICATIONS:

Associate's Degree in criminal justice or paralegal studies or completion of an accredited legal assistant program; OR two (2) years of legal clerical work, legal document/record processing work, records management or legal customer service experience; OR any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License is required for employment.

Typing of forty-five (45) wpm required.

ADDITIONAL INFORMATION:

KNOWLEDGE AND ABILITIES

Knowledge of:

- processing court documents in accordance with state laws, appellate and general rules, Superior Court Local Court Rules and Administrative Orders
- state and local databases and Clerk's CMS
- legal terminology
- general records management principles
- cash handling / receipting methods and cash-related accounting controls
- court document processing procedures
- basic bookkeeping and arithmetic
- computer software applications, including Microsoft Office Suite
- court records research techniques and procedures
- Clerk's Office policies, procedures, and practices and commonly used equipment

Ability to:

- establish and maintain effective work relationships with superiors, peers and other staff
- learn, understand, and execute complex court document policies and procedures
- research and provide answers regarding public court document and court records questions
- learn the distinction between offering legal advice and providing excellent customer service and applying this knowledge in the workplace
- maintain pre-set minimum indexing, filing, and cashiering accuracy standards
- use proper English, spelling, grammar, punctuation and word usage
- follow complex oral and written instructions
- communicate effectively orally and in writing
- perform accurate arithmetic calculations
- work independently and effectively under pressure
- work with minimum supervision and make consequential work decisions in accordance with state laws, court rules, and Court and Clerk policies and procedures
- communicate effectively with customers including a culturally diverse population and angry or distraught customers, in a courteous and professional manner. May be required to obtain information from defendants in the face of hostility and dispute
- operate standard and specialized office equipment including computers, printers, copiers, telephones, and data entry retrieval programs
- maintain public databases including entering data, performing data verification, making corrections to data
- analyze and solve work related problems

SUPERVISION

The employee in this class receives administrative direction from the Judicial Process Assistant Lead, Judicial Process Assistant Supervisor, or Division Manager. Assignments are made indicating generally what is to be done, the quantity of work expected and any deadlines to be met. The employee carries out recurring assignments on his/her own initiative and receives additional specific instructions for new or unusual assignments. Work is spot checked to ensure conformance with policies and procedures.

WORKING CONDITIONS

The work is performed in the usual office environment.

PHYSICAL EFFORT

The employee must be able to perform physical tasks including lifting boxes and material weighing up to fifty (50) pounds, daily crouching, bending, kneeling, and reaching, and sitting and/or standing for long periods of time; use of ladders/step stools may be required. There is also considerable arm/hand movement required for database entry. Pushing a cart over carpets, concrete, and aggregate surfaces may also be required.

Snohomish County is an Equal Employment Opportunity (EEO) employer. Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.snohomishcountywa.gov/2553>

3000 Rockefeller Ave M/S 503
 Everett, WA 98201
 (425) 388-3411

Position #2018 Mar CLK-2100
 JUDICIAL PROCESS ASSISTANT - JUVENILE DIVISION, PART-TIME
 CT

Judicial Process Assistant - Juvenile Division, Part-Time Supplemental Questionnaire

- * 1. Applicants for this position are required to attach a typing certification to demonstrate they meet the minimum typing requirements (45 net wpm). Certifications may be obtained from a business or public school/college; job training center; employment agency or other related agency. ONLINE TYPING TESTS WILL NOT BE ACCEPTED. Certifications may be in the form of a certificate, letter, or other test result verification and must clearly state the following: •Your name. •Name of the issuing agency, agency's official emblem, address and telephone number. •The date of your test. THE TEST MUST BE DATED WITHIN THE PREVIOUS 12 MONTHS. •Net typing speed of the test. The minimum net typing requirements for this position are stated on the job announcement (45 net WPM). •Signature of person verifying the certificate. For your convenience, listed below are examples of local agencies that provide typing certifications: •WorkSource Everett, Everett Station, 3201 Smith Avenue, Room 330, Everett, WA 98201, 425-258-6300 •Edmonds Community College, 20000 68th Avenue W. Lynnwood, WA 98036, 425-640-1792. Candidates who fail to attach a typing test certification that meets all of these requirements will be disqualified from the hiring process. Did you attach a typing test certification that meets these requirements, or will you be able to provide one if you are invited to interview?
- ☐ Yes ☐ No
- * 2. The employment history detailed in your general application must validate/support your responses to the supplemental questions. If your responses cannot be validated, you will not proceed to the next steps of the review/selection process. A resume may be submitted, but it will not substitute for the general online application or supplemental questions. Do you understand that your responses to the supplemental questions for this position must be supported by your general application/work history detail?
- ☐ Yes
☐ No
- * 3. Do you have an Associate's Degree in criminal justice or paralegal studies or have completed an accredited legal assistant program; OR two (2) years of legal clerical work, legal document/record processing work, records management or legal customer service experience; OR any equivalent combination of training and/or experience that provides the required knowledge and abilities?
- ☐ Yes
☐ No
- * 4. How many years experience do you have with daily personal service to customers both in person and on the telephone?
- ☐ None
☐ Less than one year
☐ One year to less than two years
☐ Two years to less than three years
☐ Three years to less than five years
☐ 5 years or more
- * 5. How many years experience do you have with receipting - including cash handling, processing debit and credit cards, and balancing and reconciling a cash drawer?
- ☐ None
☐ Less than one year
☐ One year to less than two years
☐ Two years to less than three years

- ☐ Three years to less than five years
- ☐ 5 years or more

* 6. How many years experience do you have with data entry?

- ☐ None
- ☐ Less than one year
- ☐ One year to less than two years
- ☐ Two years to less than three years
- ☐ Three years to less than five years
- ☐ 5 years or more

* 7. How many years experience do you have working in a position that required you to simultaneously work quickly and accurately?

- ☐ None
- ☐ Less than one year
- ☐ One year to less than two years
- ☐ Two years to less than three years
- ☐ Three years to less than five years
- ☐ 5 years or more

* 8. This position requires daily personal service to customers both in person and on the telephone. Please describe in the box below your experience with high volume in-person contact with customers. Be specific and provide a detailed response that can be verified by the information provided in your employment application. Please DO NOT paste your resume in the box below. Comments of "please see above", "see resume" or similar responses will not be considered.

* 9. This position requires extensive knowledge work in the area of data entry. Describe your data entry experience. Be specific and provide a detailed response that can be verified by the information provided in your employment application. Please DO NOT paste your resume in the box below. Comments of "please see above", "see resume" or similar responses will not be considered.

* Required Question