



## CITY OF SEATTLE

### Jury Assembly Administrative Specialist 1

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| <b>SALARY:</b>          | \$21.61 - \$25.17 Hourly                                  |
| <b>LOCATION:</b>        | Seattle Justice Center, 600 5th Ave., Seattle, Washington |
| <b>JOB TYPE:</b>        | Classified Civil Service, Regular, Full-Time              |
| <b>SHIFT:</b>           | Day   |
| <b>DEPARTMENT:</b>      | Municipal Court of Seattle                                |
| <b>BARGAINING UNIT:</b> | Teamsters, Local 763 - Municipal Court                    |
| <b>CLOSING DATE</b>     | 04/03/18 04:00 PM Pacific Time                            |

#### **POSITION DESCRIPTION:**

The [City of Seattle's Municipal Court \(SMC\)](http://www.seattle.gov/courts/) is one of the highest volume Courts of Limited Jurisdiction in the state with 7 elected Judges, 6 appointed Magistrates, and over 200 staff. The Court adjudicates misdemeanor and gross misdemeanor crimes, infractions, and civil violations. SMC is a highly innovative and progressive court with a community-based approach to judicial administration. For more information, visit us online: <http://www.seattle.gov/courts/>

Jury Assembly Administrative Specialists play an integral part of our Judicial Operations team by supervising the process of obtaining citizens to serve as jurors. The person in this role monitors the in-mail juror qualification process and corresponds with citizens regarding their jury summons. They will handle a high-volume of daily contact with citizens/potential jurors. This position reports to the Judicial Operations Manager. We are currently accepting applications from qualified candidates who are interested in working as a Jury Assembly Administrative Specialist I. The ideal candidate:

- Enjoys working as part of a team;
- Feels comfortable working with and speaking to a large group of people;
- Is an active listener with good communication skills;
- Has an aptitude for learning new systems;
- Has a hospitable and welcoming personality.

The person in this role must be able to maintain regular, reliable and punctual attendance.

#### **JOB RESPONSIBILITIES:**

The Jury Assembly Administrative Specialist assists with the process of obtaining citizens for jury duty, which includes, but is not limited to the following:

- Monitors the in-mail qualification process and reviews a high volume of potential jurors each week.
- Assists with orientation for new jurors appearing for service.
- Responds in writing, email and phone to jurors requesting changes to their jury service.
- Maintains and updates juror information records.
- Runs juror payroll and other expense accounts.
- Assists with maintaining the juror procedures manual.
- Handles a high volume of daily contact with citizens/potential jurors.
- Maintains supplies of coffee, tea and other accompaniments for jurors and jury deliberation rooms.
- Other duties as assigned.

**Minimum Qualifications:**

1+ years of clerical support experience (or a combination of education, training and/or experience which provides evidence of the ability to perform work of the class).

**Desired Qualifications:**

- Paralegal studies degree, or some college coursework in criminal justice, business management, communication, public administration or other relevant fields of study.
- 1+ years' experience in a judicial or other legal organization
- Bilingual
- Experience updating and navigating database systems and accurately entering data.
- Able to demonstrate the ability to type 40 WPM
- Intermediate proficiency or higher level in Microsoft Word, Outlook and Excel
- Must be able to learn, apply, comprehend, and clearly communicate general laws, policies, and procedures as they relate to jurors.
- Able to exercise discretion, maintain a high degree of confidentiality, and interact tactfully with a diverse group of people.
- Able to multi-task, work neatly, accurately, independently and calmly under stress and pressure.
- Able to meet shift requirements and successfully complete a one-year probationary period.

**ADDITIONAL INFORMATION:****Direct Link to Apply:**

<https://www.governmentjobs.com/careers/seattle/jobs/2029571/jury-assembly-administrative-specialist-1>

**Hiring Process**

Applications are reviewed after the posting closes. Qualified candidates must submit the following to be considered.

1. Completed [NEOGOV online application](#).
2. Supplemental questionnaire responses.
3. Cover letter describing how your skills and experience align with the stated job responsibilities and qualifications.
4. Current resume indicating relevant experience and education.

Your application will not be reviewed if these items are missing or incomplete. By completing the supplemental questions, you are attesting that the information you have provided is true and accurate. The Court will review any information provided in your application package and misstatements or falsification of information will eliminate you from consideration and/or employment if discovered after selection for the position. Attaching or pasting a cover letter and resume alone is not a substitute for completing the application itself. Only those applicants selected for an interview will be contacted.

A job offer is contingent upon successfully passing the court's background check. The background check includes a criminal history background review, fingerprinting and reference checks. Selected candidates will be required to join the Local 763 union within 30 days of hire and must complete a one-year probationary period.

For more information on the Seattle Municipal Court, visit [www.seattle.gov/courts](http://www.seattle.gov/courts)

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If you are unable to apply on-line you may submit a paper application by the closing date to our office.

OUR OFFICE IS LOCATED AT:  
Seattle Municipal Tower  
700 5th Avenue, Suite 5500 Seattle, WA 98104



[Careers@seattle.gov](mailto:Careers@seattle.gov)

**Who May Apply:** This position is open to all candidates that meet the minimum qualifications. The City of Seattle values diverse perspectives and life experiences. Applicants will be considered regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, or gender identity. The Department encourages people of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ people, people with disabilities, veterans and those with diverse life experiences.

Accommodations for people with disabilities are provided on request.

The City is a Drug Free Workplace.

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### Jury Assembly Administrative Specialist 1 Supplemental Questionnaire

Answers to the following questions will help us determine whether candidates meet the minimum requirements of the position. Indicating "see resume" or "see application" are not sufficient responses to the supplemental questions.

- A cover letter and resume are both required documents. Missing one or both attachments will flag your submission as incomplete. Did you attach a cover letter and resume?
- Do you have 1 or more years of clerical experience? For this question, clerical is defined as filing, receiving/sorting mail, creating routine correspondence, data entry and processing routine forms.
- Which best describes your professional administrative support experience performing such tasks as filing, receiving and sorting mail, creating routine correspondence, data entry, processing routine forms, etc.?
- Can you work Monday – Friday, 8:00 AM – 5:00 PM; and maintain regular and punctual attendance?
- Are you able to demonstrate the ability to type 40 WPM?
- Please indicate your highest level of education:
- Have you ever worked in a legal environment? For this question, legal environment is defined as a court, an attorney's office, or a law firm.
- Do you have experience giving presentations to large groups of people?
- For your job experience that most closely matches this position, please type the job title and your primary responsibilities associated with that job.
- Why do you think jury duty is important to our legal system?
- What does customer service mean to you?