



THURSTON COUNTY
invites applications for the position of:

Clerk's Judicial Support Specialist (1 Positions)

SALARY: \$3,819.00 - \$5,079.00 Monthly

OPENING DATE: 11/10/22

CLOSING DATE: Continuous

SUMMARY OF DUTIES:

This employment opportunity will remain open until filled. The Thurston County Clerk's Office reserves the right to close the recruitment at any time. To ensure consideration for this position, please submit your application as soon as possible.

The Thurston County Clerk's Office is currently recruiting for a **Clerk's Judicial Support Specialist** position. This position serves as a customer service representative for the Clerk's Office by providing technical assistance on detailed legal processes, and researches questions and complaints. Reviews legal documents to ensure compliance with case management standards, statutory requirements and court orders. Creates and maintains records on statewide indexing/person database system and restricts access to legal documents as ordered by the court. Attends and accurately reports decisions (via written minutes and tape recordings) of judicial officers at court proceedings.

Typical responsibilities may include, but are not limited to the following:

- Performs technical review of court documents for completeness and compliance with statutory requirements and approves documents for filing or requests additional information from parties. May restrict access to court records as ordered by the court or mandated by statute.
- Reviews petitions, applications, affidavits, oaths and court orders prior to issuance of writs, subpoenas, letters testamentary and arrest warrants, verifying the accuracy and completeness of legal documents. Identifies inconsistency with statutes and provides technical information to customer for compliance.
- Attends and keeps the Clerk's record (written minutes and/or tape recordings), involving extremely confidential cases, at specialized judicial proceedings held at a secure facility. Summarizes court proceeding and judgments for official public records. May attend preliminary hearings when requested.
- Prepares/creates document image on sophisticated imaging system and specialized equipment, validating essential information and ensuring integrity of record.
- Performs legal research and explains technical and detailed statutory requirements and procedures to attorneys, pro tem judges, law enforcement and the public seeking assistance to ensure judicial compliance.
- Verifies and receipts legal financial obligations, bail, judgments, court fines and fees ensuring monies are recorded per established court procedures.
- Expedites documents for court hearings and ensures review by judicial officer, following established procedures/guidelines. Determines process for coordination of emergency orders needing presentation before the court.

- Certifies and exemplifies court documents as authorized by the County Clerk

QUALIFICATIONS:

- Associated Arts Degree in paralegal studies or other related field.
- Three years of progressively responsible office experience in a court or legal environment. Additional experience may be substituted for education on a year for year basis.
- Ability to type 65 wpm and utilize a personal computer and related software packages to perform word processing, analysis, information retrieval and tracking.
- Washington State Driver's License.

DESIRED SKILLS:

- Completion of an accredited legal assistant or paralegal program.
- Exceptional listening skills with the ability to take notes utilizing shorthand or speedwriting accurately.

OTHER POSITION RELATED INFORMATION:

Questions about this Position?

The contact person for this recruitment is **Tawni Sharp | 360.786.5743**

These positions are:

- Represented by a Union
- Eligible for benefits
- Eligible for overtime under the Fair Labor Standards Act (FLSA)

Items required for consideration:

- Application
- Letter of Interest
- Resume

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/thurstonwa>

Thurston County
3000 Pacific Ave SE
Olympia, WA 98501

Position #05R01557
CLERK'S JUDICIAL SUPPORT SPECIALIST (1 POSITIONS)
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