



San Juan County

Invites Candidates for:

Legal Specialist II

Position: Legal Specialist II
Department: Office of County Clerk
Type: Full-time, 40 hours/week, Non-exempt
Pay Range: Range H-4, \$23.29 to \$30.54 per hour
Bargaining Group: Local 1849
Reports to: County Clerk
Opening Date: April 5, 2023
Closing Date: Open until filled.

The mission of San Juan County is to provide public services that are vital for the health, safety, and general well-being of our citizens. We strive to environmentally and culturally preserve the heritage of the individual islands that make up our beautiful county. Public programs are managed effectively and prudently to serve our residents. We recognize that county employees and volunteers are the foundation for providing these services. Therefore, government activities are thoughtfully conducted in a way that is ethical, fair, just, and impartial.

Submit Resume and Cover Letter to:

- By email to hr@sanjuanco.com or, by mail to:
- Human Resources, County Administration
350 Court Street, #5 (mailing address)
55 Second Street, Room 206 (office location)
Friday Harbor, WA 98250
FAX: (360) 370-5085

For information contact:

hr@sanjuanco.com or (360) 370-7402

San Juan County is an Equal Opportunity Employer.

Please let us know if you need any accommodation to participate in the application process

For the safety of our employees and the public, we are requiring COVID vaccination for current employees and new hires.

BASIC FUNCTION: Performs varied and moderately complex support for the Office of the County Clerk and Clerk of Superior Court functions and works independently in a high pressure, stressful work environment making consequential work decisions in accordance with laws, regulations, court policies and procedures. This position performs under the direction of the County Clerk.

MINIMUM QUALIFICATIONS: High school diploma or equivalency and two years clerical court related experience; or any combination of education and experience which demonstrates the ability to perform the essential functions of the job. General office experience performing a variety of complex duties of moderate difficulty, in positions which involved independent judgment and extensive knowledge of policies, procedures and responsibilities of an office. Must have strong computer skills, including data entry and keyboarding. Must have excellent verbal and written communication skills and a willingness to adapt and learn quickly when challenged with new tasks. Consideration may be given for the candidate who may not meet all qualifications but has related experience and skills and has demonstrated the ability and willingness to learn.

For a complete job description please visit <https://www.sanjuanco.com/jobs.aspx>