



City of Renton

Judicial Specialist 1 or 2

SALARY	\$5,129.00 - \$6,894.00 Monthly \$61,548.00 - \$82,728.00 Annually	LOCATION	1055 South Grady Way Renton WA 98057, WA
JOB TYPE	AFSCME	JOB NUMBER	24-00057
DEPARTMENT	Judicial Branch	OPENING DATE	04/03/2024
CLOSING DATE	4/20/2024 11:59 PM Pacific		

Job Description

Renton Municipal Court advances justice for all who come before it. We are an innovative, efficient, and accessible court system committed to balancing accountability and therapeutic models of justice. We work collaboratively with justice partners to serve the community of Renton with integrity and transparency. We are seeking a **Judicial Specialist** to join our team. Our Judicial Specialists provide **administrative support** to the court and provide assistance to our court users and community members. Education, experience and skill set will determine level of placement as Judicial Specialist 1 or Judicial Specialist 2.

Annual Salary:

Judicial Specialist 1: \$61,548 - \$75,036

Judicial Specialist 2: \$67,596 - \$82,728

Working for the City of Renton comes with an **excellent benefits** package, including:

- Deferred compensation with the City contributing 3% of the employee's salary.
- VEBA Plan with the City contributing 1% of the employee's salary.
- Medical, dental, vision and life insurance at affordable rates
- Paid leave for vacation, sick, eleven holidays and two "personal" holidays a year
- State of Washington Department of Retirement Systems Public Employee Retirement Systems (PERS) plan enrollment

ESSENTIAL FUNCTIONS - *The following are a few duties associated with both the Judicial Specialist 1 and 2 levels. For a complete job description click on the job titles.*

[**Judicial Specialist 1**](#)

[**Judicial Specialist 2**](#)

- Communicate a wide variety of information to the public regarding court functions and procedures by telephone and in person at the front counter.
- Enter citations, transactions, proceedings, and documentation relative to case management in the designated court software system.
- Set cases for various types of hearings including arraignment, pre-trial, trial, mitigation, contested, show cause and motions; prepare court calendars and notify parties related to case by subpoena, summons, officer notice and bonding company notice; process continuance requests and notify parties involved.

- Track cases with continued, suspended or deferred status; monitor cases on probation for various evaluations, schools, or management courses (i.e. alcohol, victims panel, anger management, defensive driving school) obtain record checks, review compliance and non-compliance reports, send notices and prepare calendar.
- Prepare and perform various duties to maintain various calendars including but not limited to; contested calendars and photo calendars. Determine if defendant is eligible for personal recognizance bond by reviewing court records. If eligible, complete forms, set appropriate hearing, and recall warrant.

EDUCATION, EXPERIENCE, AND LICENSE REQUIREMENTS:

Judicial Specialist 1 Requirements:

- Demonstrated ability to perform the essential functions of this classification.
- Minimum two years of increasingly responsible clerical experience in the legal field, or closely related field.
- Successful passing of a required background check and national fingerprint-based records check.

Judicial Specialist 2 Requirements:

- Five years of increasingly responsible clerical experience in the legal field, or closely related field. Three of the five years working in a municipal or district court.
- Experience independently maintaining license calendar, Judge's review calendar, jail calendar and pre-trial/trial calendars.
- Judicial Information System (JIS) experience required.
- Successful passing of a required background check and national fingerprint-based records check.

PHYSICAL DEMANDS:

- Move throughout City facilities and buildings.
- Operate a computer and other office equipment.
- Lift or move items weighing up to 20 pounds on occasion.
- Bending, stretching, and standing for extended periods.

WORK ENVIRONMENT:

- Work is performed in an office environment.
- Noise level in the office is moderately quiet.
- Work evening and/or weekend hours as assigned.

Telework Program

The City of Renton supports workers performing in a hybrid capacity (partial telework/in-office) where job responsibilities can be performed remotely. This position may be eligible for a telework arrangement, up to 2 days remote, based on the operational needs of the City and specific Department. Regardless of job title or telework arrangement, City of Renton employees must reside in Washington State and within a reasonable distance to their worksite to respond to workplace reporting requirements.

Accommodation

Individuals needing accommodation in the application, testing, or interview process may contact sjacobs@rentonwa.gov at least 2 days prior to the need.

Selection Procedure

The City of Renton embraces a diverse and inclusive workforce and prides itself on promoting collaboration and teamwork in a positive environment while providing high quality services to the community. For more information about the City of Renton, please visit the following website: <https://whyrenton.com/about-renton-washington/>

The City has adopted an anonymous application process that prevents hiring managers from seeing personal identifiers, including candidates' names, addresses, and other similar information. This eliminates the possibility of unintentional or implicit bias during the screening of applications. For that reason, you will not have the ability to attach any documents to your application, including a cover letter or resume. Please make sure to submit a complete, detailed, and updated job application.

Communication from the City of Renton:

We primarily communicate via e-mail during the application process. E-mails from rentonwa.gov and/or governmentjobs.com should be placed on your safe domain list to ensure you receive notifications in a timely manner. As a precaution, you may also want to check your junk e-mail folders. We also communicate via text and encourage you to sign up for text alerts when completing your job application.

Recruitment Process:

The screening process will include a review of minimum qualifications and applicants selected for an interview will be invited via email to self-schedule a time through the Government Jobs account. At minimum, this position will be subject to a standard criminal background check and professional reference check. This position requires accessing areas that contain Criminal Justice Information Systems (CJIS). For that reason, this position is also subject to a national fingerprint-based records check.

Agency

City of Renton

Address

1055 South Grady Way

Renton, Washington, 98057

Phone

425-430-7650

Website

<http://www.rentonwa.gov/jobs>

Apply for this position here: <https://www.governmentjobs.com/careers/rentonwa/jobs/4454695/judicial-specialist-1-or-2?page=1&pagetype=jobOpportunitiesJobs>

Judicial Specialist 1 or 2 Supplemental Questionnaire

***QUESTION 1**

What aspects of the Judicial Specialist position interest you the most?

***QUESTION 2**

Do you have prior court experience or experience in a closely related field?

☐ Yes

☐ No

***QUESTION 3**

If you answered "Yes" to the above question, please describe your experience in detail. If you answered "No", please put N/A.

***QUESTION 4**

Please rate your computer proficiency level with Microsoft Excel. Low: Basic Functions/Charts Medium: Advanced Functions/Charts/Pivot Tables High: Macros/VBA, Array Formulas, Data Analysis

- ☐ No Experience
- ☐ Low
- ☐ Medium
- ☐ High

***QUESTION 5**

Please rate your computer proficiency levels with Microsoft Outlook. Low: Compose & send emails. Medium: Emails & can manage contacts, schedule meetings & appointments, organize email into folders, manage tasks & notes. High: All of the above and create/manage lists, record & modify work activities, customize message options, customize toolbars, menu, etc.

- ☐ No Experience
- ☐ Low
- ☐ Medium
- ☐ High

***QUESTION 6**

Please rate your experience with Microsoft Word. Low: Create & edit documents, format text. Medium: Above, plus make bulk changes, complex formatting, mail merge, footnotes, indexes, linking table of content. High: Above and work with macros, advanced formatting, customizable templates.

- ☐ No Experience
- ☐ Low
- ☐ Medium
- ☐ High

***QUESTION 7**

Please describe in detail your experience and proficiency level with the following programs. If you have no experience please write N/A. • Judicial Information Systems (JIS) - Statewide case management system • Ocourt – Case scheduling and eDocument program • Laserfiche – Digital document storage program.

***QUESTION 8**

What language(s) are you fluent in other than English. If you are not bilingual write N/A.

***QUESTION 9**

Thank you for your interest in joining the City of Renton team. We have adopted an anonymous application process that prevents hiring managers from seeing personal identifiers, such as candidates' names, contact information, etc. For that reason, you will not have the ability to attach any documents to your application, including a cover letter or resume. You must thoroughly complete the education section (if applicable to the qualifications of this position) and work experience section in chronological order. You must also provide a thorough response to each of the Supplemental Questions. Please make sure to submit a complete, detailed, and updated job application as described above without any personal identifiers included. Failure to do so may result in elimination from further consideration. **Have you read and understood the information listed above?**

- ☐ Yes, I have read and understood the information listed above.

* Required Question