

**SNOHOMISH COUNTY**  
invites applications for the position of:



## **Judicial Operations Assistant II, Clerk's Office**

Go to <http://www.snohomishcountywa.gov/2553/Job-Listings> to apply for this position.

**SALARY:** \$3,342.24 - \$4,061.75 Monthly  
\$40,106.88 - \$48,741.00 Annually

**OPENING DATE:** 09/16/14

**CLOSING DATE:** 09/30/14 11:59 PM

### **DESCRIPTION:**

To learn all aspects of computerized, manual and auditory recording of courtroom operations and prepare an accurate record of all court proceedings and perform all functions relating to jury management and calendar confirmations.

**The hiring process may include one or more (but is not limited to) of the following:** application review and evaluation, performance/audio tests, written tests, oral board examinations, supplemental questionnaires scoring, and/or interviews at the discretion of the hiring managers.

**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.**

### **JOB DUTIES:**

#### STATEMENT OF ESSENTIAL JOB DUTIES

1. Works on trials and heavy volume calendars preparing an accurate summary on a computerized or manual minute entry; performs several duties simultaneously while complying with minute entry standards on format, accuracy, and content; utilizes Windows based and other software to perform duties.
2. Receives and records all legal documents, exhibits and depositions filed in open court; obtains signatures of attorneys on pertinent documents before submission to the judge/commissioner; enters, retrieves and updates information on the statewide SCOMIS database relating to individual cases and calendars.
3. Maintains and controls all documents, files, exhibits and depositions received and used during a trial; identifies, numbers, files and maintains security of exhibits delivered to the courtroom including high risk and contaminated exhibits such as dangerous weapons, drugs, and exhibits containing bio-hazardous materials; complies with and maintains confidential records and/or information as directed by state law.
4. Acts as liaison between the Clerk's Office and Judge/Commissioner in relaying technical information regarding case assignments, case dispositions, continuances and/or stricken matters and status of cases and court procedures.
5. Performs all functions of Jury Management including answering phones, data entry, receiving and processing mail, and preparing payroll for submission to Finance Department; prints and mails all jury summons for superior court and district courts; collects, records and tabulates statistics; may implement special studies required for local, state, or departmental purposes.
6. Administers oaths during and after jury selection; maintains records of jurors excused or accepted during court proceedings; logs in witnesses and jurors; provides jurors with all admitted

exhibits for deliberation purposes; reads jury verdict and polls each juror by name for verification of verdict.

7. Trains new employees and support staff in departmental procedures; evaluates and meets with trainees on a weekly basis to discuss training status; prepares reports for the manager, supervisor and lead on trainees' progress; prepares and updates training manuals.
8. Assists the general public, attorneys and judges in person or on the phone by providing information, explaining procedures and schedules; locates information from Superior Court records and provides it to the public while maintaining security and confidentiality when necessary; evaluates and diffuses sensitive and/or potentially volatile people and situations and reacts appropriately including contacting security when necessary.
9. Accesses voice mail and email for purposes of scheduling, confirming, continuing, and striking hearings in order to prepare the daily civil and domestic hearing calendars; responsible for maintaining and checking the county clerk's office confirmation's website and email distribution of calendars.

#### STATEMENT OF OTHER JOB DUTIES

1. Performs related duties as directed including being sworn in as a bailiff and performing all duties of a bailiff in his/her absence by coordinating changes of scheduled hearings, notifying counsel of any changes or cancellations, and drafting and mailing correspondence from the court.

#### **MINIMUM QUALIFICATIONS:**

One year experience in legal field; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Word processing, data entry or personal computer experience required AND successful completion of the one (1) year courtroom operations on-the-job training program.

**Ability to type 45 WPM.** Must pass job related tests.

#### **SPECIAL REQUIREMENTS**

**Your application will not be considered complete and will be rejected unless a typing score of at least 45 wpm is received at the time the application is submitted.**

**Online typing tests will not be accepted, see Special Qualifications below.**

*To meet the requirements for keyboarding or typing we need to receive a certified copy of a test showing your name and net typing speed and accuracy. Certified typing exams must also include the date the test was taken (must be dated within the last 6 months), the name of the issuing agency, their address and phone number, and a signature of the person that is certifying the test.*

*This may be obtained from a local college, employment office or a temporary employment agency in your area. Attach your certification electronically to your job application. The Work Source Center located at Everett Station, 3201 Smith Ave Suite #330, Everett, Washington, has the ability to administer this test and provide certification.*

#### **ADDITIONAL INFORMATION:**

Knowledge of:

- clerk's/standard office practices and procedures;
- general legal terminology;
- superior court rules and procedures, laws and regulations;
- legal processes and procedures;
- legal documents and basic document processing procedures.

Ability to:

- progress satisfactorily through and successfully complete the required training program; accurately perform assigned tasks;
- access, input, and retrieve information from computer;
- accurately process data;
- communicate effectively with customers, clients, or the public using a telephone, in a face-to-face or one-to-one setting, and in writing;
- work effectively under pressure and cope with stressful situations calmly;
- work independently in a high pressure environment, making consequential work decisions in accordance with laws, regulations, court policies and procedures;
- read, interpret and apply laws, rules, codes and procedures governing document processing;
- understand and execute complex oral and written instructions;
- maintain accurate and complete court records;
- communicate effectively with people of all ages and from a variety of cultural, economic and ethnic backgrounds;
- establish and maintain effective work relationships with superiors, peers, associates, subordinates and the general public;
- operate office equipment and courtroom equipment including telephones, tape machines, video display terminals and keyboards;
- maintain a professional appearance and comply with dress code;
- obtain information from defendants in the face of hostility and dispute;
- keyboard accurately using proper English, spelling, grammar, punctuation and word usage;
- work with minimum supervision while independently coordinating multiple tasks to accomplish workload and meet unexpected demands;
- follow oral and written instructions;
- exercise good judgment under stressful circumstances.

#### PHYSICAL REQUIREMENTS

Occasionally the incumbents experience highly stressful situations in the process of resolving problems of an immediate nature, (i.e., facing irate citizens dissatisfied with information received, and action taken or to be taken).

#### SUPERVISION

Employees receive general supervision from the Court Operations Manager, supervisor or lead as assigned. Assignments are made including generally, what is to be done, the quantity of work expected and any deadlines, which are to be met. The employee carries out recurring assignments on his/her own initiative and receives additional specific instructions for new or changes procedures or requirements. Work is reviewed periodically for accuracy and adherence to established policies and procedures, and quality of service provided. Incumbents do not normally supervise others, however, employees with considerable experience train new employees and may be called upon to assist in resolving unusual or difficult problems.

#### WORKING CONDITIONS

The work is performed in a courtroom and/or the usual office environment.

---

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

Position #2014-September #2082  
JUDICIAL OPERATIONS ASSISTANT II, CLERK'S OFFICE  
SP

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

---

### **Judicial Operations Assistant II, Clerk's Office Supplemental Questionnaire**

- \* 1. 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

- \* 2. Clerk HOW TO OBTAIN A TYPING CERTIFICATE 1. Applicants for this position are required to submit a typing certificate with the application to demonstrate they meet the minimum typing requirements (45 net wpm). Candidates who fail to provide a typing certificate will be disqualified from the process. The Snohomish County Clerk's Office will not be administering typing tests to candidates. 2. Certification may be in the form of a certificate, letter, or other test result verification and must clearly state the following: a. Your name. b. Name of the issuing agency, agency's official emblem, address and telephone number. Certificates may be obtained from a business or public school/college; job training center; employment agency or other related agency. c. The date of your test. The test must be dated within 6 months. d. Net typing speed of the test. The minimum net typing requirements for this position are stated on the job announcement (45 net WPM). f. Signature of person verifying the certificate. 3. Applications that do not have a certified copy of a typing speed test attached to it will not be considered further. Listed below are examples of local agencies that provide typing certificates for your convenience; however, you are free to obtain certificates from other accredited schools or agencies, so long as they meet the above requirements. Internet typing tests will not be accepted. 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 Please select "yes" if you understand this requirement and have attached a copy of your typing speed test certification.

Yes

No

- \* 3. Do you have at least one (1) year experience in legal field OR completion of an accredited legal assistant program with course work relevant to this position OR any equivalent combination of training and/or experience that provides the required knowledge and abilities?

Yes

No

- \* Required Question