



SNOHOMISH COUNTY
invites applications for the position of:

Judicial Process Assistant II, Clerk's Office Juvenile Division, Part-Time

SALARY: \$18.01 - \$21.89 Hourly

OPENING DATE: 04/30/15

CLOSING DATE: 05/10/15 11:59 PM

DESCRIPTION:

To process legal documents and records in civil, criminal, domestic relations, probate, adoptions and mental illness matters.

This is a part-time position, 24 hours per week (.6 FTE)

NOTE: A request to increase this part-time position to a full-time position will be included in the Clerk's 2016 budget submission; if approved, the successful candidate would be required to increase working hours to full time (i.e. 40 hours per week (1.0 FTE)).

SELECTION PROCESS:

1. Receive Application
2. Minimum Qualification Screening
3. Supplemental Scoring
4. Interview
5. Second Interview may be conducted at Management's discretion
6. Criminal Background Check
7. Reference check and credential verification
8. Job offer made to selected candidate

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.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.
[EEO policy and ADA notice](#)

JOB DUTIES:

STATEMENT OF ESSENTIAL JOB DUTIES

1. Receives, interprets, docket, secures and retrieves documents filed in Snohomish County Superior Court including pleas, verdicts, sentences, bonds, warrants affidavits, writs, judgments, orders, motions, show cause, exhibits, depositions and court reporter notes.
2. Prepares and processes legal documents, notices and necessary forms in compliance with statutes, court rules and office procedures.
3. Performs verification or computation of data, fees or payments in legal documents such as criminal cost bills and judgments.

4. Assists the general public, attorneys and judges in person, on the phone or in writing by answering technical questions concerning court procedures.
5. Identifies and accurately enters into an automated accounting system all monies received for Superior Court and reconciles daily cash receipts.
6. Is trained in and performs records procedures listed in the Judicial Records Trainee job description when work site is Clerk's Office at Denny Youth Center (Juvenile Division).

STATEMENT OF OTHER JOB DUTIES

1. Performs related duties as required.
2. May perform other duties as assigned.

MINIMUM QUALIFICATIONS:

One (1) year experience in legal clerical work or document processing; OR, completion of an accredited legal assistant program with course work relevant to the position; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities AND successful completion of on-the-job training. Prior data entry experience is strongly preferred.

Typing of forty (40) wpm required. 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 40 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 AND ABILITIES

Knowledge of:

- Clerk's office practices and procedures (as assigned);
- standard office practices and procedures and commonly used equipment;
- legal terminology, documents and basic document processing procedures;
- superior court rules and procedures, laws and regulations;
- proper English, spelling, grammar, punctuation and word usage.

Ability to:

- accurately and timely manage a high volume of work;
- make 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;
- communicate effectively and courteously with people of all ages and from a variety of cultural, economic and ethnic backgrounds;
- maintain all ethical and professional standards of the office and county;
- observe strict confidentiality regarding all information obtained in course of employment;
- produce work product that meets professional standards of quality, neatness, accuracy and promptness;

- operate a computer terminal and data entry and retrieval programs;
- establish and maintain effective and professional work relationships with superiors, peers, associates and the general public;
- operate standard office equipment including telephones, keyboards, computers and calculators;
- maintain professional appearance;
- interact with distraught or difficult individuals.

PHYSICAL REQUIREMENT

- Heavy lifting up to fifty (50) pounds is a fundamental aspect of the position.
- Physical stamina to work on feet for majority of workday is also a job requirement.
- Must be able to comfortably reach and grasp objects a minimum of seventy-four (74) inches above the floor.

SUPERVISION

Employees receive general supervision from an administrator as assigned. Assignments generally describe 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 unusual assignments. Work may be spot-checked to ensure timely completion and accuracy.

WORKING CONDITIONS

The work is performed in the usual office environment.

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

3000 Rockefeller Ave M/S 610
Everett, WA 98201
(425) 388-3411

Position #2015 CLK 2186
JUDICIAL PROCESS ASSISTANT II, CLERK'S OFFICE JUVENILE
DIVISION, PART-TIME
SP
