



Judge  
Sara L. McCulloch

Court Administrator  
Telma Hawth

### Judicial Specialist (0.8 FTE)

The Bainbridge Island Municipal Court is accepting applications for the position of Judicial Specialist. This position is 80% of full-time equivalent (4 days per week) and is responsible for technical and administrative functions in support of the operations of the Municipal Court, located in Rolling Bay on Bainbridge Island.

Job description – see below

Summary of benefits for represented employees (IAM) - note that part-time employee benefits are pro-rated based on FTE percentage

Salary range: \$3167-\$3971 per month

Deadline for first review of applications: 4 pm, Mon, May 18, 2015

HOW TO APPLY: Applicants must submit a City of Bainbridge Island application form. Applicants may submit a resume and letter of interest. Application materials may be submitted via email, fax, regular mail or hand-delivery.

## JOB DESCRIPTION

<b>TITLE:</b> Judicial Specialist	<b>JD:</b> 022
<b>DEPARTMENT:</b> Municipal Court	<b>EFFECTIVE DATE:</b> 3/4/99; rev 4/30/15
<b>REPORTS TO:</b> Court Administrator	<b>FLSA STATUS:</b> Non-Exempt
<b>SUPERVISES:</b> N/A	<b>UNION STATUS:</b> Represented

### ABOUT THE CITY OF BAINBRIDGE ISLAND

The City of Bainbridge Island is a vibrant community with small-town feel, 52 miles of scenic shoreline and densely forested areas. Our employees are the most important asset in preserving and enhancing the special character of the Island, and in responding to the community's needs. The City provides competitive salaries, outstanding benefits and professional development opportunities.

### JOB PURPOSE/SUMMARY

The Judicial Specialist coordinates and performs technical court and administrative functions in support of the operations of the Municipal Court; processes legal documents and manages court records; provides information and customer service to the public within scope of authority

### PERFORMANCE EXPECTATIONS

- **Leadership:** Contributes to a positive work culture consistent with the City of Bainbridge Island Leadership Philosophy, actively welcomes new approaches to public service and supports and initiates change and process improvements at all levels within the organization.
- **Management:** Able to independently assess and organize personal work performance while contributing to the overall organization.
- **Teamwork:** Demonstrates ability and willingness to work collaboratively with a team.

Municipal Court

Mailing Address: P O Box 151, Rollingbay, WA 98061  
Location address: 10255 NE Valley Road, Bainbridge Island  
Email address: court@bainbridgewa.gov  
Phone: (206) 842-5641 Fax: (206) 842-0316  
[www.bainbridgewa.gov](http://www.bainbridgewa.gov)

- **Communication:** Communicates effectively with peers, supervisors, subordinates, and individuals to whom service is provided.

#### **ESSENTIAL FUNCTIONS**

- Performs clerical and administrative duties in accordance with Court procedures, City policies, and federal, State and City laws and regulations; maintains confidentiality of court records and proceedings.
- Performs and coordinates courtroom clerk functions for arraignments, pre-trials, trials, jury trials, and hearings; performs duties such as opening the court, staffing the courtroom, keeping detailed records of court hearings, identifying and numbering exhibits, tracking exhibits as to admittance by the court, or disposing of or returning exhibits as required by State statute.
- Prepares court calendars for appropriate cases, prepares case files for court sessions ensuring appropriate documentation is in file.
- Keeps accurate and complete records; makes required docket entries; prepares legal documents as ordered by the court, maintains courtroom recording equipment, certifications, and transcripts of proceedings for appeals or other actions.
- Provides Judge with briefs, correspondence and memoranda; makes appropriate entries on computer as to each case and hearing held and its disposition.
- Performs specialist bookkeeping and accounting activities, including receipt of payments; keeps statistical caseload count and compiles data; tracks court-ordered payments, issuing appropriate notifications on a timely basis; monitors case disposition for compliance with court orders.
- Prepares and maintains records and files; composes routine correspondence; and observes confidentiality and security procedures.
- Responds to telephone and counter inquiries; sorts and routes documents; assists with scheduling and coordination of jury trials.
- Maintains timely and regular attendance.
- Other duties as assigned.

#### **KNOWLEDGE OF:**

- City organization, operations, policies and procedures.
- Criminal justice system court processing procedures, functions, rules and policies
- Applicable state and Federal rules, codes and regulations.
- State Judicial Information System.
- Legal and law enforcement forms, procedures and terminology.
- Principles of record keeping, case files, records retention and management.
- Accounting principles and practices relating to processing payments and reconciling accounts.
- Modern office procedures, methods and equipment, including computers and computer applications, such as word processing, spreadsheets, and statistical databases.
- English usage, spelling, grammar and punctuation, and principles of business correspondence.

#### **ABILITY TO:**

- Organize, prioritize and coordinate office work processes to ensure operational efficiency.
- Read and comprehend court legal mandates, codes, regulations, procedures and instructions.
- Write clear and concise drafts and produce final copies of documents.
- Make accurate computer data entry of court proceedings and findings.
- Interact with emotionally distraught, irate and combative individuals in a tactful, courteous and professional manner.
- Support and model the identified vision, values and behaviors of the organization.
- Establish and maintain effective working relationships

- Use initiative and independent judgment within established procedural guidelines.
- Operate a personal computer utilizing a variety of standard and specialist software.
- Communicate effectively both orally and in writing.

#### **PREFERRED QUALIFICATIONS**

A high school diploma or G.E.D. and one year of judicial office experience are preferred. Any combination of experience, education and training which provides the level of knowledge and ability required may be substituted.

#### **LICENSE AND CERTIFICATION REQUIREMENTS**

- Valid Washington State driver's license is required.
- Must be able to successfully complete and pass a background check.

#### **WORKING CONDITIONS**

The regular work schedule is Monday through Friday, 7:30 am to 4 pm. Attendance at night court functions may be required. Work is performed in an office which is busy, oriented to public service and subject to repeat work interruptions. Noise level is moderate.

#### **PHYSICAL REQUIREMENTS**

Continuous repetitive arm/hand movement is essential to performance. The incumbent in this position must be able to discern voice conversation, have the physical ability to perform essential job functions, have hand-eye coordination sufficient to operate computers and telephones, do keyboarding and operate other office equipment. The individual must have the ability to bend at the waist, kneel, crouch, reach above shoulders and horizontally or otherwise position oneself to accomplish tasks. The work may require the individual to sit for extended periods of time. The incumbent must have the ability to produce legible handwritten documents, and may need to push, pull, lift and carry up to 20 pounds.

*The City of Bainbridge Island is an Equal Opportunity Employer.*

*While requirements may be representative of minimum levels of knowledge, skills and abilities to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently. This job description does not constitute an employment agreement between the Employer and Employee and is subject to change as the needs of the Employer and requirements of the job change.*