



# EMPLOYMENT OPPORTUNITY

- This recruitment is available only to Thurston County employees and individuals on the recall/rehire list.
- This recruitment is open to the public.

<b>POSITION TITLE:</b> Clerk's Judicial Support Specialist	<b>DEPARTMENT:</b> Clerk
<b>CLOSING DATE:</b> May 22, 2015, 5 p.m.	<b>POSITION #:</b> 05-R-00111
<b>SALARY RANGE:</b> \$3,279 - \$4,362 / month	<b>FTE:</b> 1.00
<b>EMPLOYMENT TYPE:</b> Regular Full-Time Employee	<b>ELIGIBLE FOR BENEFITS:</b> YES
<b>CONTACT PERSON:</b> Tawni Sharp	<b>PHONE #:</b> (360) 786-5743
<b>UNION:</b> YES	

## SUMMARY OF DUTIES:

Serves as a customer service representative by providing technical assistance on detailed legal processes. Performs technical review of pleadings and approves for filing. Reviews court orders prior to issuance of writs, subpoenas, letters and arrest warrants. Verifies the accuracy of legal documents. Applies high integrity to processing of the court records. Identifies and provides information to appropriate state, local and federal agencies under strict statutory timelines and guidelines. Compiles and enters information on all court cases into statewide case indexing and person databases. Enters monetary judgments into execution docket. Interprets and applies RCW's, court rules and procedures before entering the judgments. Attends court hearings and accurately reports decisions (via written minutes) of judicial officers in assigned hearings. Prepares/creates document images on imaging system, validating essential information and ensuring integrity of record. Verifies and receipts legal financial obligations, bail, judgments, court fines and fees ensuring monies are recorded per established court procedures.

## QUALIFICATIONS:

- Associated Arts Degree in paralegal studies or other related field.
- Three years of progressively responsible office experience in a court or legal environment. Additional experience may be substituted for education on a year for year basis.
- Ability to type 65 wpm and utilize a personal computer and related software packages to perform word processing, analysis, information retrieval and tracking.
- Washington State Driver's License.

## DESIRED SKILLS:

Completion of an accredited legal assistant or paralegal program. Exceptional listing skills with the ability to take notes utilizing shorthand or speedwriting accurately.

## OTHER POSITION RELATED INFORMATION:

To be considered for this position, please apply at [TC Human Resources](#).

This position is:

- Eligible for benefits
- Represented by a Union
- Eligible for overtime under the Fair Labor Standards Act (FLSA)

Items required for consideration:

- Application
- Resume
- Letter of Interest