



# 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 Proceedings Specialist	<b>DEPARTMENT:</b> Clerk's Office
<b>CLOSING DATE:</b> August 14, 2015, 5 p.m.	<b>POSITION #:</b> 05R00129
<b>SALARY RANGE:</b> \$3,443 - \$4,580 / month	<b>FTE:</b> 1.0
<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:

Pursuant to statutory requirements, this position serves at the direction of the County Clerk and is present at all judicial proceedings to create an accurate, permanent record of court decisions. Coordinates jury trials, administers oaths, oversees exhibits, and prepares/processes orders of the court. Performs a variety of technical duties for court processes. Coordinates jury trials: manages, identifies and marks exhibits, identifies and verifies juror presence, maintains jury panel and seating list, administers oath, prepares/maintains witness record, and distributes jury instructions. On-call duty for immediate notification of jury questions or verdict and notification of appropriate personnel. Reviews petitions, applications, affidavits, oaths and court orders prior to issuance of writs, subpoenas, letters testamentary and arrest warrants. Analyzes and completes judicial process for notices of appeal and discretionary reviews to Court of Appeals/Supreme Court. Performs technical review of administrative law review records, transcripts, and exhibits from state agencies. Evaluates customer's need for domestic violence, harassment and/or restraining orders. Certifies and exemplifies court documents as authorized by the County Clerk. Maintains accurate record of proceedings and trial court time. Compiles and enters statistical information into statewide system. Prepares reports for state and federal grants. Performs other duties as assigned.

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

## QUALIFICATIONS:

- Associate of Arts degree in paralegal studies or other related field.
- Four years of progressively responsible office experience in a legal or court environment. Additional experience may be substituted for education on a year for year basis.
- Must have the ability to utilize a personal computer with related software to perform the essential functions of the position.
- Washington State Driver's License.

## DESIRED SKILLS:

Completion of an accredited legal assistant or paralegal program.