



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.

POSITION TITLE:	Clerk's Judicial Information Specialist	DEPARTMENT:	Clerk's Office
CLOSING DATE:	August 14, 2015, 5 p.m.	POSITION #:	05R00127
SALARY RANGE:	\$3,123 - \$4,154 / month	FTE:	1.0
EMPLOYMENT TYPE:	Regular, Full-Time Employee	ELIGIBLE FOR BENEFITS:	YES
CONTACT PERSON:	Tawni Sharp	PHONE #:	(360) 786-5743
UNION:	YES		

SUMMARY OF DUTIES:

Serves as primary customer service representative for the Clerk's Office. Responsible for initial intake and review of court-related documents. Provides technical assistance on detailed legal processes to the public. Serves as an agent for the Federal Passport Agency. Verifies and receipts payments of court fines and fees.

- Prepares legal documents for court proceedings and provides customers with technical assistance on detailed legal procedures.
- Assists public including attorneys, law enforcement, court and community agencies by explaining detailed regulations, procedures and complex requirements of the judicial process.
- Evaluates customer's need for domestic violence, harassment and/or restraining orders and assists in the preparation of documents for emergency matters.
- Verifies and receipts legal financial obligations, bail, judgments, court fines and fees; ensuring monies are recorded per statutes.
- Prepares changes of venue, exemplified, certified, and other legal documents. Expedites files and documents for hearing and ensures delivery to Judicial Officer.
- Prepares/creates document image on specialized equipment looking for key information such as court dates, bail information, accounting activity, and confidential information. Follows office procedures to ensure integrity of record.
- Utilizes statewide indexing and person database systems to conduct complex and extensive record searches.

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

QUALIFICATIONS:

- High School Diploma or GED, and one year of college in paralegal studies or other related field.
- Three years of progressively responsible office experience in a court or legal environment and customer service experience or training. Additional experience may be substituted for education on a year for year basis.
- Ability to utilize a personal computer and related software packages to perform essential functions of the job.

DESIRED SKILLS: Knowledge of bookkeeping principals and practices.