



## King County

Invites Applications for the Position of:

### Clerk Administrative Specialist

Apply online at <http://www.kingcounty.gov/jobs>

*King County is committed to equity and diversity in the workplace. In addition, the county is committed to recruiting and maintaining a quality workforce that shares our guiding principles: collaborative, service-oriented, results-focused, accountable, innovative, professional and fair and just.*

**OPENING DATE/TIME:** 10/12/15 12:00 AM (GMT -8:00)

**CLOSING DATE/TIME:** 10/23/15 04:30 PM (GMT -8:00)

**SALARY:** \$21.94 - \$27.81 Hourly

**LOCATION:** Multiple locations in King County

**JOB TYPE:** Career Service, Full Time, 40 hrs/week

**DIVISION:** Department of Judicial Administration

**JOB NUMBER:** 2015JF05200

**SUMMARY:**

The Department of Judicial Administration (DJA), also known as the Superior Court Clerk's Office, is an innovative, forward-looking agency using technology to help perform tasks better, more efficiently and reliably. DJA performs a variety of services for the Court, litigants and the general public. DJA's mission is to provide professional, high-quality Superior Court record services and justice system programs, while ensuring access to justice and integrity in the process.

DJA is seeking a clerk who enjoys working on a variety of tasks, can switch gears at a moment's notice, works effectively with people from diverse backgrounds and can work independently.

**This recruitment is being used to establish a list that will be used to fill the immediate vacancies and future vacancies in the Legal Administrative Specialist III classification.**

**WHO MAY APPLY:** This position is open to King County career service employees and the general public; preference will be given in that order.

**Required Materials:**

**King County Application Form**

**Responses to Supplemental Questionnaire**

**Resume**

**Letter of Interest** detailing your background and describing how you meet or exceed the requirements listed in this job announcement. Your letter of interest will be used to rate your writing skills.

**WORK LOCATION;** These positions may be based at the King County Courthouse, 516 3rd Ave, Room E609, Seattle, WA; Maleng Regional Justice Center located at 401 4th Ave N Room 2C, Kent, WA; or the Juvenile Clerk's Office located at 1211 East Alder St., Seattle, WA.

**WORK SCHEDULE:** This position is overtime eligible. This position is paid on a bi-weekly schedule, every other Thursday, comprising a 40-hour workweek; normally 8:00 a.m. – 5:00 p.m., Monday through Friday.

**CONTACT INFORMATION:** Please direct questions about this position to Janet Llapitan at 206 477-0809. If you have questions about the recruitment process please direct those to Joy Fernandes at 206 477-0774.

**JOB DUTIES:**

The Legal Administrative Specialist III position is the third level of a three-level classification series. This position will provide clerical, customer service, administrative support and courtroom clerk coverage throughout the Clerk's Office. The person selected for this position will be assigned a variety of tasks including but not limited to those listed below:

- Accurately process court documents
- Perform data entry
- Determine appropriate workflow and process electronic images of legal documents
- Prepare and distribute court calendars
- Audit work performed for accuracy and completeness.
- Prep/Scan/Index documents
- Provide customer service support that includes responding to public and court inquiries and providing information and assistance on the phone, in person and via e-mail
- Accurately record the details of all courtroom procedures
- Administer oaths to jurors, read verdict of the jury and poll individual jurors
- Complete minute entries for proceedings brought before the court
- Review certain documents for signatures
- Identify, number, file and maintain security of all exhibits presented as evidence

**EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:**

Minimum two years of experience OR any equivalent combination of education and experience which provides the applicant with the desired skills, knowledge and ability required to perform the work.

- General office experience performing a variety of complex duties of moderate difficulty, in positions which involved independent judgment and extensive knowledge of policies, procedures and responsibilities of an office.
- Must have strong computer skills.
- Willingness to adapt and learn quickly when challenged with new tasks.
- Ability to use time management, self-direction, resources and tools to complete multiple tasks simultaneously with extreme accuracy, while establishing priorities and adapting to changes to

meet deadlines.

- Ability to organize work priorities and find solutions to difficult or complex issues.
- Ability to be flexible and adapt to last minute assignment changes.
- Excellent customer service skills and the ability to maintain a professional demeanor and composure at all times.
- Strong effective listening and communication skills. Interpersonal and decision making skills.
- Demonstrated ability in working with diverse cultural and socio-economic populations.
- Understands the importance of integrity, trust and confidentiality in the legal process and accountability in the workplace.
- Ability to develop and maintain effective working relationships with demonstrated interpersonal and decision making skills.
- Knowledge of legal terminology or demonstrated ability and experience learning other professional terminology.

**NECESSARY SPECIAL REQUIREMENTS:**

This selection process may include but is not limited to: evaluation of application materials and supplemental questions, testing and interviewing, and complete reference checks.

DJA relies on office automation (Microsoft Office) and web-based enabled tools, therefore candidates must be proficient and comfortable with computer use to perform functions associated with on-going work.

**SUPPLEMENTAL INFORMATION:**

**Recruitment Process:**

Applicants that are found to be minimally qualified will be further reviewed for competitive quality. Those applicants that possess the most competitive background in directly related experience, knowledge, and training may be contacted for interviews. Professional reference checks will be conducted prior to any offer of employment.

No felony convictions in the last ten years.

**UNION MEMBERSHIP:** positions in this classification are represented by Local PSEU.

**Note: Online applications are preferred. However, if you cannot apply online, go to [www.kingcounty.gov/jobs](http://www.kingcounty.gov/jobs) for other options.**

**If you need an accommodation in the recruitment process or an alternate format of this announcement, please inquire directly with the contact listed on the job announcement or the department's Human Resources Service Delivery Manager.**

## Clerk Administrative Specialist Supplemental Questionnaire

- \* 1. Describe your experience working in a professional work environment with little or no direct supervision. Please tell us about how you communicated, found solutions to problems and what skills and tools you used to ensure the completion of your assigned tasks accurately and on time.
- \* 2. Please describe your experience in learning legal terminology or other professional terminology in the work place, please touch on how you used that terminology in your daily work.
- \* 3. Please describe your ability to be flexible and learn quickly. Give us an example that shows your ability to be flexible in the work place and learn something new.
- \* 4. Please describe a time when your composure and listening skills were challenged and served you well in a professional setting.
- \* 5. Please identify a specific example when you provided great customer service to a customer with a different background from yours. Describe the service you provided and any issues that arose and the outcome.
- \* 6. The Department of Judicial Administration (DJA) and King County are actively engaged in Equity and Social Justice Awareness. ESJ is not only about gender, race, or culture. ESJ is about equitable opportunities of our employees, our customers accessing services and employment opportunities, regardless of their social, economic or cultural background to name a few. ESJ is embedded in our values here at DJA and King County. Describe your experience working with a diverse customer base or developing work relationships where ESJ was applied and what you liked the most about your experience.
- \* 7. Please indicate which work location or locations that you prefer. Please select all the options that apply.
  - KCCH, 516 3rd Ave, Seattle, WA
  - MRJC, 401 Fourth Avenue North, Kent, WA
  - 1211 East Alder St., Seattle, WA
- \* 8. This position requires a resume and letter of interest describing how you meet or exceed the requirements for this position. Resume and Letter of Interest can either be attached or in text form as part of the application. Your letter of interest will be used to rate your writing skills. Please verify that you have attached or inserted both to your application.
  - Yes    No

\* Required Question