



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 Proceedings Specialist	DEPARTMENT:	Clerk
CLOSING DATE:	1/8/2016	POSITION #:	05-R-00127
SALARY RANGE:	\$3,512 - \$4,671 / month	FTE:	1.00
EMPLOYMENT TYPE:	Regular, Full-Time	ELIGIBLE FOR BENEFITS:	YES
CONTACT PERSON:	Tawni Sharp	PHONE #:	(360) 786-5743
UNION:	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. Other duties include but are not limited to:

- Reviews petitions, applications, affidavits, oaths and court orders prior to issuance of writs, subpoenas, letters testamentary and arrest warrants verifying the accuracy and completeness of legal documents. Identifies inconsistency with statutes and provides technical information for compliance. May restrict access as ordered by the court or mandated by statute.
- Performs technical review of administrative law review records, transcripts, and exhibits from state agencies to ensure compliance with local court rules and office policies. Approves documents for filing and/or requests additional information. Explains detailed statutory requirements to agency regarding errors in record. Organizes and logs into specialized barcode system. After case completion, returns record to agency of origin.
- Provides assistance and detailed information to County staff, other agencies, or the public regarding court procedures and case processing; researches department files and court records; initiates correspondence responding to court-related inquiry or requested information. Provides resources and referrals to community services.
- Serves as an agent for the Federal Passport Agency. Assists in completing forms and clarifies related procedures/regulations using established requirements. Administers Oath and identifies possible fraud in passport applications.
- Schedules and calendars special hearings before judges in response to inquiries from attorneys or public. May schedule telephonic hearings and interpreter services as needed.

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.
- Ability to type 55 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:

The ideal candidate will also have the following:

- Completion of an accredited legal assistant or paralegal program.

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
- Classified as eligible for overtime under the Fair Labor Standards Act (FLSA)

Items required for consideration:

- Application
- Letter of Interest
- Resume