



King County

Invites Applications for the Position of:

Exhibit Room 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: 02/05/16 12:00 AM (GMT -8:00)

CLOSING DATE/TIME: 02/19/16 04:30 PM (GMT -8:00)

SALARY: \$25.26 - \$32.02 Hourly

LOCATION: Multiple locations in King County

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

DIVISION: Department of Judicial Administration

JOB NUMBER: 2016JF05524

SUMMARY:

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 an Exhibit Room Specialist, **Administrative Specialist IV**, to staff the exhibit room at the King County Courthouse in Seattle. The incumbent in this position should be organized, detail oriented, possess the ability to maintain security and control of all exhibits, maintain policies and procedures related to exhibit handling and provide training to other exhibit room staff. This position reports directly to the division manager.

King County values the balance between work and life outside of work. We offer an outstanding benefits package, 10 paid holidays, life insurance, an employee assistance program and much more. Please visit our website to learn about King County's commitment to employee's health and well-being: <http://www.kingcounty.gov/employees/>.

WHO MAY APPLY: This position is open concurrently to all King County employees and the general public.

WORK LOCATION: This position is based at the King County Courthouse, 516 3rd Ave., Seattle, WA 98104. This position may be required to train staff and attend meetings at Kent location (Maleng Regional Justice Center, 401 4th Ave. N., Kent, WA 98032).

WORK SCHEDULE: This position is overtime eligible, 40 hours/week, Monday through Friday.

ADDITIONAL MATERIALS REQUIRED: A resume, letter of interest and answers to the supplemental questions are required in addition to your application. The Letter of Interest should detail your background and describe how you meet or exceed the requirements listed in this job announcement. (This will be used as a writing sample).

Please note that you can attach multiple documents to your application. Your options are:

*Copy and paste one or more documents into the text resume section of the application.

*Attach multiple documents/files in the resume attachment section.

SELECTION PROCESS: Applications will be screened for qualifications, clarity and completeness. The most competitive applicants may be invited to an interview.

CONTACT INFORMATION: Please direct questions about the position to Danielle Anderson at 206-477-0805 and questions about this recruitment to Joy Fernandes at 206-477-0774.

JOB DUTIES:

This position is the main staff member of the King County Courthouse Exhibit Room. This Administrative Specialist IV is responsible for:

- Knowing procedurally complex policies surrounding the handling of exhibits in King County Superior Court cases.
- Providing expertise and acting as a resource for information about exhibit tracking and maintenance.
- Performing day-to-day operations for the Exhibit Room in the Department of Judicial Administration.
- Managing the storage and security control of legal exhibits, documents and other items placed in custody.
- Ensuring exhibits and records can be made available to the Court, staff and the public.
- Overseeing the proper maintenance, archiving, release and destruction of exhibits according to established policies and procedures.
- Handling sensitive, confidential situations; responding to inquiries and resolving issues.
- Acting as the main point of contact for internal and external customers.

This position trains and directs support employees assigned to the Exhibit Room. Maintains digital records, recommends and modifies systems to maintain control of all exhibits, including: criminal evidence, controlled substances, monies and other valuable items. This position also maintains safety control, storing of hazardous and dangerous material.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

- A high school diploma/GED AND: Five years of office clerical or administrative experience

covering a broad range of increasingly complex issues, preferably in a legal setting, or any combination of education and experience that demonstrates the ability to perform the essential functions.

- Excellent verbal and written communication skills.
- Knowledge of filing systems
- Ability to complete projects timely and independently
- Ability to perform detailed tasks with accuracy, prioritize multiple work assignments, track and meet deadlines.
- Strong organization and problem-solving skills
- Skill in maintaining data accuracy and integrity
- Ability to establish and maintain effective working relationships with internal and external customers
- Ability to maintain confidentiality
- Ability to positively contribute in a team environment
- Experience in a fast-paced and changing environment
- Knowledge of Exhibit Room policies and procedures is preferred.

SUPPLEMENTAL INFORMATION:

Necessary Special Requirements:

- No felony convictions in the last ten years.

Note: Online applications are preferred. However, if you cannot apply online, go to 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.

Exhibit Room Specialist Supplemental Questionnaire

- * 1. How many years of experience do you have working in a clerical or administrative setting?
 - Less than two years
 - Between two and four years
 - Between four and five years
 - More than five years
- * 2. Please indicate your level of experience with Microsoft Word.
 - Beginner
 - Intermediate
 - Advanced
- * 3. Please indicate your level of experience with Microsoft Access.
 - Beginner
 - Intermediate
 - Advanced
- * 4. Please indicate your level of experience with Microsoft Excel.
 - Beginner
 - Intermediate
 - Advanced
- * 5. Please indicate your level of experience with Microsoft Outlook.
 - Beginner
 - Intermediate
 - Advanced
- * 6. Please indicate your level of expertise in using and finding information on the internet.
 - Beginner
 - Intermediate
 - Advanced
- * 7. Please describe work you have done that required a great deal of accuracy, explain the potential consequences of a mistake.
- * 8. Describe your experience working in a professional environment with little or no direct supervision. Please tell us how you communicated, found solutions to problems and what skills and tools you've used to ensure completion of your tasks.
- * 9. Describe your familiarity with other court related data systems.
- * 10. 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 both to your application.
 - Yes No

* Required Question