



SPOKANE COUNTY
invites applications for the position of:

Judicial Assistant

SALARY: \$22.92 - \$23.50 Hourly
\$3,725.20 - \$3,818.18 Monthly
\$44,702.40 - \$45,818.16 Annually

OPENING DATE: 10/04/16

CLOSING DATE: 11/04/16 04:30 PM

DEPARTMENT: Superior Court

JOB SUMMARY:

NOTE: This is an "at will" position serving at the pleasure of appointed Superior Court Judge Maryann Moreno, Dept. 7, Spokane County Superior Court. The judicial assistant is responsible for case management, scheduling of all cases for the judge, and must learn several database applications, be responsive to the public and to attorneys practicing before the court.

Provides confidential, specialized administrative support services for a Superior Court Judge.

EXAMPLES OF DUTIES:

(duties may include, but are not limited to the following):

Coordinates, plans and manages complex and varied database applications and programs for the calendaring and case flow functions for the Court Department.

Serves as primary liaison for counsel and parties regarding matters assigned to Court Department. Independently reviews, analyzes, prioritizes and responds to requests for Court assistance.

Provides information to attorneys and pro se litigants regarding case status and disposition.

Reviews incoming case material for potential conflicts of interest, ex parte communications and other confidential matters. Prepares correspondence and schedules status conferences or court hearings as appropriate.

Drafts Orders and related court documents as directed.

Manages, tracks and maintains information regarding pending caseload and prepares tracking reports. Evaluates case status, recommends and/or implements appropriate action.

Reviews assigned cases to assist the Judge in determining priority for trial, and coordinates with the Superior Court Administration regarding brokering overflow matters.

Ensures compliance with and manages pretrial and trial requirements.

Modifies status of cases on case management system based on information received from parties.

Responsible for caseload follow up to ensure timely completion and resolution of assigned cases.

Serves as liaison with the media and the public on any matters that are of media interest. Directs activities to ensure compliance with media protocol issued by the court.

Supervises jury activity with full responsibility for assuring the comfort and department of jurors assigned to the judicial department. This includes, but is not limited to issues of communication,

security, illness, reasonable accommodation, emergency matters, meals, sequestering, and personal concerns that could affect the parties right to a fair trial. Acts as liaison between the judge and jurors during and following active juror service.

Operates electronic recording and communication systems for official court proceedings.

Maintains confidentiality of all sensitive reports, correspondence, conversations, special inquiries, closed proceedings or other confidential matters.

Coordinates security measures and transport of in-custody defendants with Courthouse Security, the Court Administrator's Office, the Sheriff's Department and/or the Department of Corrections.

Provides other confidential administrative support for the judge.

Performs other related duties as assigned.

MINIMUM REQUIREMENTS:

TRAINING AND EXPERIENCE: AA degree from an accredited college in legal support professional, paralegal or related field and 2 years related experience, such as a legal secretary or paralegal in a legal field or court environment. Additional experience may be substituted, year for year, for education.

LICENSE: Possession of or ability to obtain a valid Washington State driver's license if required by the position.

SELECTION FACTORS:

Knowledge of:

- the practices, procedures and policies of calendaring, case flow management and jury management.
- related legal terminology, laws, codes, and court rules governing pertinent functions of the judicial system.
- computer applications and utilization in a professional and/or court environment.

Ability to:

- handle sensitive and confidential matters and situations.
- receive, prioritize and fulfill directions from the court and be entirely responsible for completion of assigned tasks in a reliable, accurate and timely fashion.
- perform a variety of independent research and analysis activities.
- exercise initiative and judgment, and work independently with little or no direction.
- communicate effectively, both orally and in writing.
- establish and maintain effective work relationships with judges, attorneys, agencies, the media, other County employees and the public.
- work efficiently and effectively under stressful circumstances.
- operate computer equipment to utilize word processing and data base programs in the court environment.
- Accomplish multiple tasks simultaneously

APPLICATIONS MUST BE FILED ONLINE AT:
<http://www.spokanecounty.org/employment>

Position #16-00256
JUDICIAL ASSISTANT
LW

1229 West Mallon Avenue
Spokane, WA 99260
509-477-5750

Human Resources Civil Service
(509) 477-5750 (509) 477-4711
hr@spokanecounty.org cs@spokanecounty.org

Judicial Assistant Supplemental Questionnaire

- * 1. Do you have an AA degree from an accredited college in legal support professional, paralegal or related field AND 2 years related experience, such as a legal secretary or paralegal in a legal field or court environment?

Yes

No

2. If you do not meet the above education requirement, do you have additional experience to substitute for education? Please describe below.

* Required Question