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Judicial Support Associate

Minimum Salary: **\$3,971.00 per month**
Maximum Salary: **\$4,672.00 per month**

Posted Date: **October 27, 2016**

Closes: November 14, 2016 (Open to current employees and the general public.)

Responsible for providing technical case flow maintenance to assure for the efficient operation of a high volume Municipal Court serving multiple jurisdictions. Provides for accurate direction, information, assistance and technical support to all levels of court customers including attorneys, prosecutors, law enforcement, defendants, victims, state agencies, etc. Researches and evaluates cases to determine correct course of action in accordance with laws, rules, court policies, and procedures. Applies understanding of legal requirements and advises parties regarding proper course of action. Accurately inputs case accounts receivable resulting from the assessment of fines, fees, court costs, restitution, posting of bail, etc. Serves as liaison between department of licensing, department of motor vehicles, collection company, state agencies, law enforcement, attorneys, etc.

Minimum Qualifications

High school graduate or equivalency. Minimum three years work experience with the public. Minimum one year bookkeeping/accounting experience and a minimum two years computer experience. One year of legal or law enforcement related experience desirable. Advanced interpersonal, public relations, negotiations, and customer relations skills and the ability to deal with emotionally distraught, irate, intoxicated, and combative individuals are needed. Must have a high level of accuracy and the ability to work in a fast paced, high pressure environment with changing priorities. Advanced PC proficiency required.

Preferred Qualifications

One year JIS/DISCIS experience preferred.
Municipal Court or legal experience preferred.

Special Note

Candidates are encouraged to apply as soon as possible. While final selection will not occur until after closing, screening may commence prior to the closing date.

Hours of Work

8:00 a.m. - 5:00 p.m., Monday – Friday (Flexible Work Schedule Available)

Working Conditions & Physical Activities

Work is performed in an office environment. Evening and/or weekend court sessions will require court clerk's attendance. Situations may involve interaction with hostile, belligerent, or mentally disabled customers, and exposure to hazardous situations.

Union Affiliation

As a condition of employment, must become a member of the American Federation of State, County, and Municipal Employees Union (AFSCME) within 30 days of employment or meet alternate regulations as set forth in the Agreement between the Union and the City.

Selection Process

Applicants who are invited to participate in the test and/or interview process will be notified by **phone** or **email**.

Finalist(s) will be required to complete a Criminal History Release Form