



# 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.

<b>POSITION TITLE:</b>	Clerk's Judicial Proceedings Specialist	<b>DEPARTMENT:</b>	Clerk
<b>CLOSING DATE:</b>	November 13, 2016, 5:00 p.m.	<b>POSITION #:</b>	05-R-01323
<b>SALARY RANGE:</b>	\$3,512 - \$4,671 / month	<b>FTE:</b>	1.0
<b>EMPLOYMENT TYPE:</b>	Regular, Full-Time	<b>ELIGIBLE FOR BENEFITS:</b>	YES
<b>CONTACT PERSON:</b>	Tawni Sharp	<b>PHONE #:</b>	(360) 786-5743
<b>UNION:</b>	YES		

## SUMMARY OF DUTIES:

Thurston County is seeking a professional and fastidious candidate for the position of **Clerk's Judicial Proceedings Specialist**, to join our department.

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. This position also coordinates jury trials, administers oaths, oversees exhibits, and prepares/processes orders of the court. Additionally, the Clerk's Judicial Proceedings Specialist performs a variety of technical duties for court processes, such as, but not limited to the following:

- Interprets, summarizes and reports decisions of Judicial Officer maintaining accurate record of proceedings and trial court time. Monitors case disposition for compliance with court orders.
- Attends off-site, specialized judicial proceedings at a secure facility.
- 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.

Please visit [www.co.thurston.wa.us/hr/employment.htm](http://www.co.thurston.wa.us/hr/employment.htm) to inquire and to review a **complete** job description, list of qualifications and application requirements for this recruitment.

## 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:

- Completion of an accredited legal assistant or paralegal program.

## OTHER POSITION RELATED INFORMATION:

For a complete job description and the ability to apply please visit our employment website at [TC Human Resources](#).

**Contact Person: Tawni Sharp (360) 786-5743**

### This position is:

- Represented by a Union
- Eligible for overtime under the Fair Labor Standards Act (FLSA)
- Eligible for benefits

### Items required for consideration:

- Application
- Cover Letter
- Resume