

Whitman County Human Resources
400 N. Main Street • Colfax, WA 99111
(509) 397-6205 • FAX (509) 397-6355 • www.whitmancounty.org



JOB ANNOUNCEMENT

POSITION: Program Rep - Judicial Operations Specialist I

DEPARTMENT: District Court

MONTHLY SALARY: \$3,257.00 plus benefits

UNION STATUS: Courthouse Bargaining Unit - Initiation Fee and monthly dues

TO APPLY: Whitman County Human Resources
400 N. Main Street
Colfax, WA 99111
(509) 397-6205

CLOSING DATE: Open until Filled

LOCATION: Colfax/Pullman

SELECTION PROCESS: Applicants must submit a signed Whitman County application form. The application will be reviewed and evaluated to determine applicants invited for an interview and clerical test.

TO QUALIFY: See attached illustrative example of duties and requirements.

In compliance with the Immigration Reform and Control Act of 1986, Whitman County will hire only United States citizens and aliens authorized to work in the United States. Documented evidence of identity and employment eligibility must be presented at time of hire.

WHITMAN COUNTY IS A SMOKE-FREE WORKPLACE

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

AMERICANS WITH DISABILITIES ACT

Any persons requiring accommodation should advise us of that need.

**WHITMAN COUNTY
POSITION DESCRIPTION**

Effective Date: March 1, 2019
Position Title: Judicial Operations Specialist I
Job Family Classification #: 86
Department Title: District Court
Department Code: 030
Pay Grade: Program Representative
FLSA Status: Non-Exempt
Union Status: Represented
Reports to: Judicial Services Director

Whitman County District Court

JOB TITLE: Judicial Operations Specialist I

REPORTS TO: Court Administrator

SUPERVISORY RESPONSIBILITIES: No assigned supervisory responsibility.

SCOPE OF RESPONSIBILITY: Performs a wide variety of highly responsible technical operations and legal process work providing confidential and specialized support services for the District Court Judge, including review of case files and pending matters, preparation of criminal and civil files for trials and hearings and responsible for recording and monitoring all proceedings as required by court rule. The position requires advanced knowledge of legal terminology and of the complexity regarding district court and courtroom operations. The judicial operations specialist drafts memoranda, notices and correspondence. Work requires a high degree of reliability, confidentiality, accuracy and speed, and the ability to multitask and prioritize.

The margin for error is minimal. Substantial liability exposure exists for the County in the course of employee's decisions and action on the cases managed. Independent discretion is given to employees within office policy when conducting case analysis. The position routinely interviews defendants over the telephone or in person to obtain needed information to evaluate the status of each case and determine the next appropriate action. Duties require routine exercise of independent judgment.

ESSENTIAL DUTIES:

- Interviews and directs criminal defendants, civil case litigants, protection order petitioners and other parties to determine proper course of action, options available and possible adverse consequences and/or benefits. This is a highly complex responsibility, especially when assisting customers in determining what type of petition for protection should be applied for and assisting petitioners in the completion of the paperwork when he/she is seeking a no-contact order.
- Prepares, examines and maintains a variety of calendars and case files for daily court activity insuring appropriate documentation is in file for criminal, civil, small claims and traffic infraction cases as well as anti-harassment, domestic violence, sexual assault protection order cases.

- Creates routine legal documents such as subpoenas, summons, warrants, and motions as directed. Receives and reviews legal documents for completeness, conformity, jurisdiction and validity and compliance with code and court procedures.
- Audit files for accuracy and ensure reliable records are kept at all times.
- Advices attorneys, pro se litigants, general public, local and state agencies regarding case status and disposition as authorized. Explains legal processing procedures. Acts as liaison between attorneys, other court related agencies and the judicial officer.
- Responsible for all facets of case progression, including processing new criminal, civil, protection order and infraction case filings; docketing; calendaring; scanning/indexing; and managing cases from inception to conclusion, ensuring accuracy of electronic case filing system entries into the statewide database, and responding to inquiries regarding filings.
- Ensures readiness for court proceedings by coordinating courtroom activity during arraignments, trials and other hearings; document court actions and procedures by updating case information on the state court case management system. Operate and monitor court audio recording software to ensure an accurate record is created, make point of event entries and prepare a brief summary of the proceedings. Maintain recording logs, mark exhibits and process orders of the court.
- Monitors courtroom for possible security issues by recognizing subtle changes or threatening behavior of litigants in court. Contact law enforcement when necessary.
- Maintains confidentiality of all sensitive reports, correspondence, conversations, special inquiries, closed proceedings or other confidential matters.
- Performs criminal background checks for FBI, Armed forces recruiters and other agencies.
- Disseminates court record information in accordance with court procedure and state guidelines.
- Creates and adjusts accounts receivable and receive payment of court fines, bail, penalty assessments and fees, recording and receipting payments according to established court procedures. Monitor cases for timely payments.
- Represents the county in a positive manner by greeting and assisting the public by providing information and court policies and procedures and answering questions and customer concern in a friendly and helpful manner.
- Stay abreast of changing court technology, policies and procedures.
- Participates on various task forces and committees; attends meetings and participate in training.

MINIMUM QUALIFICATIONS:

- High School Diploma or equivalent.
- Two years of progressively responsible experience within a legal or court environment
- Completion of a post-secondary legal occupation training or education program is preferred and may be substituted for up to two years of experience
- Any combination of training and experience that would provide the required knowledge, skills and abilities will be considered.
- Keyboarding efficiently at 45 wpm.
- Ability to pass a criminal history and background check.

PREFERRED QUALIFICATIONS:

- Knowledge of courts and justice system, including court procedures, legal terminology and documents.

KNOWLEDGE AND ABILITIES:

- Knowledge of the rules of English grammar, spelling and punctuation.
- Knowledge of modern office practices and procedures.
- Ability to work with minimum supervision while independently coordinating multiple tasks and establish priorities to accomplish workload in a high-volume, high-stress environment
- Ability to make consequential work decisions in accordance with laws, regulations, court policies and procedures.
- Ability to follow, understand and apply prescribed procedures, policies, laws and regulations to the legal processing activities of the court.
- Ability to handle sensitive and confidential matters and situations; and exercise good judgment under stressful circumstances.
- Ability to manage interaction with hostile angry individuals.
- Ability to communicate effectively both orally and in writing.
- Ability to maintain balanced cash drawer; accurately providing change when accepting payments.
- Ability to maintain accurate and complete court records.
- Ability to develop and maintain effective working relationships with management, employees, elected officials, and the general public.
- Ability to demonstrate resourcefulness and tact in public contacts.
- Ability to utilize necessary computer applications at an advanced level.

WORKING CONDITIONS: Work is primarily performed in the usual office environment and in court room; regular interaction with employees and the public; periods of increased activity and exposure to angry or hostile customers. The position requires the ability to sit for extended periods of time, stand, walk, ascend/descend stairs, twist, grasp and reach. Must have the ability to lift, push, pull or carry up to twenty (20) pounds. Must be able to read printed materials and a computer screen, and have sufficient hearing and speech to communicate via telephone and in person. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.