



Employment Opportunity

Kittitas County, Washington

POSTED: 2/19/15

CLOSES: 3/5/15

ADMINISTRATIVE ASSISTANT III

The current vacancy in the Clerk's Office is a full-time, non-union, exempt, position with benefits expected to begin as soon as possible. Anyone who meets the qualifications stated below may apply.

SALARY RANGE: \$3,291 - \$4,332 per month

ESSENTIAL FUNCTIONS:

Responsible for handling courtroom clerk duties during trials and hearings and training replacement clerks

- Perform the role of bailiff except during jury trials, call court to order and announce presiding judge.
- Record the opening and closing of the court day.
- Record the general happenings of the court.
- Record an accurate listing of witness names and spellings of those names.
- Mark and identify the evidence as presented.
- Maintain an accurate log of all evidence marked and/or admitted.
- Organize evidence in courtroom to provide easy access during the trial.
- Seat jurors selected by computer at random from a program containing the names of all prospective jurors.
- Maintain a jury log.
- Transfer evidence from courtroom to a secure facility at the end of each day.
- Arrange for monitoring of evidence during recesses.
- Train other personnel to handle the above duties.
- Act as Clerk of the drug court on a rotation basis.

Responsible for training and supervising five (5) full time employees, and various volunteers

- Train office personnel to receive payments on court ordered financial obligations.
- Train office personnel to use the receipt reporting system, using JRS.
- Train office personnel to use SCOMIS computer to docket instruments filed with the court.
- Train office personnel to receive documents for filing.
- Train office personnel to file documents in appropriate court files.
- Train office personnel to accept and process passport applications.
- Supervise office personnel on a daily basis.
- Fill in for Docket Clerk and Clerk in their absence.
- Train office personnel to set up and monitor defendants on pay or appeal calendar.
- Train office personnel to establish computerized tracking of pay or appear defendant.

Responsible for some office bookkeeping duties

- Balance monies received from previous day with computer reports.

Kittitas County is an Equal Opportunity Employer

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- Adjust receipting system by zeroing out daily totals and changing receipt roll for new day's business.
- Balance cash and checks at the end of the day.
- Prepare daily backup disk of all transactions on computer in case of system malfunction.
- Secure monies for the day by removing them from the cash register and locking them in the safe in the vault.
- Prepare and forward bank deposits on a rotation basis.
- Record money to each BARS and to each account.
- Balance monthly totals with deposits.
- Transfer amounts remitted to the County Treasurer.
- Balance checking account with bank statement in the Clerk's absence.
- Establish new accounts as directed by parties paying into court registry in the Clerk's absence.

Responsible for receiving, storing and disposing of evidence with proper procedure to ensure laws of evidence are followed

- Check evidence after trial to ensure physical evidence is in conformance with the court clerk's log.
- Prepare copies of court minutes and clerk's log.
- Store evidence in secured area.
- Forward evidence to the Court of Appeals as requested.
- Transfer evidence to the clerk who is the Clerk's Office evidence person.

Responsible for directing general office procedure to ensure the office complies with state laws

- Observe procedures being used to ensure they are accurate and efficient.
- Read legislation, RCW's, and other information to help determine effects on office procedure.
- Discuss with Clerk, the changes in office procedure that need to be implemented.
- Implement changes in procedure approved by the Clerk.

Assist with daily walk-in business by public, attorneys, judges and other departments

- Assist public with preparation of domestic violence and anti-harassment cases.
- Review and execute passport applications. Accept and process payments on legal financial obligations, review information and process any corrections.
- Record payments and answer inquiries concerning child support.
- Assist public with questions on legal procedure.
- Accept new cases for Superior Court.
- Accept filing of documents for Superior Court cases.
- Resolve attorney questions on procedures needed for the office to complete their requests.
- Provide Exparte support.
- Perform critical tasks requested by the Judge in the absence of his administrative staff.

Assist in answering incoming calls and answering office correspondence

- Assist the public on the phone concerning legal process and various office procedures.
- Transfer calls to the appropriate offices in the Courthouse.
- Record messages for various office personnel.

Maintenance and operation of the receipt reporting system and data files.

Responsible for bi-monthly payouts from the trust fund, if the Clerk is not available.

Responsible for handling cases destined for the Court of Appeals.

OTHER FUNCTIONS:

- Daily morning status report with the Clerk.
- *This job description is a summary of the primary functions and expectations for this position. Additional department- related duties may be assigned.*

MINIMUM QUALIFICATIONS:

- High School diploma or GED AND two (2) years of full-time related work experience. Combination of education/experience may substitute for minimum qualifications.
- Bondable in the state of Washington.
- A valid Washington State Driver's License.
- A criminal history and background check will be performed. Candidates may not qualify if they have misdemeanor or felony charges or convictions. Convictions will not necessarily disqualify you from employment. Factors such as age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Must be proficient with computers, including Microsoft Office programs, and possess the ability to learn programs specific to the department and/or County quickly.
- Must maintain confidentiality.
- Ability to make rational, independent judgments on a regular basis.
- Strong organizational and multi-tasking skills.
- Strong verbal and written communication skills, to include public speaking and the ability to comprehend and follow verbal/written instructions.
- Strong proofreading and editing skills.
- Ability to maintain excellent public relations with a diverse population and in a variety of settings.
- Ability to cooperate and interact professionally and effectively with County personnel and outside agencies.
- Must possess the ability to provide consistent leadership, motivation, professional development, constructive performance reviews, and discipline to staff.
- Reliable attendance.

PREFERRED QUALIFICATIONS:

- Previous legal experience.
- Bilingual in English/Spanish.

WORKING CONDITIONS:

Work is typically performed in an office environment but may include other locations/job sites. Sustained posture in a seated position and prolonged periods of computer operation; use of standard office equipment; strength to lift, pull, push and/or carry up to 25 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in person or over the telephone. Must have the ability to traverse a variety of walking surfaces as needed, including stairs. Safety rules/regulations must be adhered to at all times, including appropriate attire and lifting techniques.

It is expected that this position will require some local and out-of-town travel. Employee must have the ability to safely operate a motor vehicle in varied weather conditions and all levels of daylight.

Regular attendance and punctuality are required and expected Monday – Friday from 8:00 AM to 5:00 PM; however, exempt/management positions are expected to work the number of hours required to complete the duties of the position, which includes evenings and weekends.

APPLICATION PROCESS:

Applicants must apply online using the electronic recruitment portal. Completed applications must be submitted to Human Resources by **5:00 PM** on the closing date. The following items are required: 1) Kittitas County Employment Application; 2) Letter of interest outlining your education and experience that qualify you for the position; 3) Resume; 4) Two (2) professional references; and 5) Supplemental Exam Answers. **Please note: All applications must be submitted online; paper copies will not be accepted.**

SUPPLEMENTAL EXAM QUESTIONS:

- 1) Correspondence from the Clerk's Office must be accurate and professional at all times. Please describe your experience preparing the same level of correspondence with customers.
- 2) Describe your ability to maintain focus and produce accurate work in a fast paced environment with frequent interruptions. Include how you keep track of multiple projects when you are pulled away from them midstream, and provide an example of how you have been successful in a similar environment in the past.
- 3) Describe your experience and training that uniquely qualifies you for the position Administrative Assistant III with the Clerk's Office. Be sure to include an experience working with the judicial system, government settings, and cash handling experience.
- 4) Please highlight your work experience supervising employees – include the number of employees, the length of time you supervised them and your responsibilities as a supervisor.
- 5) An angry customer has come into the office and is yelling and berating one of your employees. How would you handle the situation?