



Employment Opportunity

Kittitas County, Washington

POSTED: 7/23/2019

CLOSES: 7/30/2019

LEGAL PROCESS ASSISTANT III

The current vacancy in Lower District Court is a full-time, benefited, union (Local 792 CH), non-exempt position expected to begin as soon as possible. Under the direction of the Court Administrator, the Legal Process Assistant III performs a variety of technical record-keeping, clerical, and financial duties using automated systems in support of the Lower Kittitas County District Court. Anyone who meets the qualifications stated below may apply. This position will close on 7/30/2019.

SALARY RANGE: \$3,169- \$3,615 per month.

ESSENTIAL FUNCTIONS

Responsible for performing Administrative Functions

- Process forms, court orders, and documentation for court cases from origin to final disposition.
- Assist the public by explaining court procedures and the judicial system.
- Maintain court files and legal records.

Responsible for performing Legal Functions

- Monitor civil, criminal and traffic violations.
- Prepare routine legal documents such as subpoenas, summons, warrants, jail commitments, and motions.
- Staff courtroom during sessions, record proceedings, mark exhibits, and make required docket entries.

Responsible for General Accounting and Cashier Functions

- Account reconciliation
- Order cashier reports
- Post journal entries
- Make debit/credit adjustments
- Initiate deposit preparation

Responsible for other functions within the Lower District Court

- Perform duties of other court staff in their absence.
- Backup support in situational assignments.
- File court documents such as court files, citations, record searches, and time payment agreements
- Perform other duties as assigned by supervisor.

This job description is a summary of the primary functions and expectations for this position. Additional department- related duties may be assigned as required.

Kittitas County is an Equal Opportunity Employer

Human Resources • Kittitas County Courthouse • 205 West 5th Ave Suite 107 • Ellensburg, WA 98926
(509) 962-7082 • FAX (509) 962-7083 • hr@co.kittitas.wa.us • www.co.kittitas.wa.us

MINIMUM QUALIFICATIONS

- High school Diploma or GED equivalent.
- Two (2) years of full time experience providing clerical support to a court, legal office, or similar environment, which required the use of legal terminology and processing legal documents.
- Additional education and/or specialized training in legal secretarial practices may be considered in lieu of some experience.
- Valid Washington State Driver's License
- A criminal history and background check will be performed on qualified candidates. Convictions may preclude candidates from employment in some circumstances. Factors such as relativity to the position, age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- Comfortable with modern office practices, procedures, and equipment.
- Intermediate to advanced computer skills, experience using MS Office programs, and possess the ability to learn programs specific to the department and/or County quickly.
- Maintain complex records with accuracy and attention to detail.
- Ability to maintain confidentiality.
- Must be able to manage time and adhere to strict deadlines.
- Requires strong prioritizing/organizing skills, and the ability to manage frequent interruptions successfully.
- Ability to communicate effectively in verbal and written form.
- Demonstrated ability to serve a diverse client base, which may at times be emotionally distraught, irate, or confrontational, with courtesy and professionalism.
- Expected to work in a team environment; establish and maintain cooperative and respectful working relationships with co-workers, supervisors, and other departments/agencies.
- Ability to contribute to a work environment free of discrimination, harassment, and retaliation.

PREFERRED QUALIFICATIONS

- Knowledge of District Court functions and procedures.
- Knowledge of cash handling principles and basic bookkeeping.
- Knowledge of and experience using the Judicial Information System program.
- Knowledge of legal terms unique to a District Court.
- Experience in the judicial, legal, or criminal justice field.
- Spanish/English bilingual skills.
- Interpreter experience.

WORKING CONDITIONS

Work is primarily performed in an office environment; regular interaction with employees and the public; periods of increased activity and exposure to angry or emotional customers. The position requires the ability to sit for extended periods of time, stand, walk, ascend/descend stairs or small ladders/stepstools, stoop, kneel, crouch, twist, grasp, and reach. Must have ability to lift, push, pull, or carry up to 25 lbs. and occasionally higher with assistance. Must be able to read printed materials and a computer screen, and have sufficient hearing and speech to communicate clearly via telephone and in person. Safety policies and procedures must be adhered to at all times. Must be able to safely operate a motor vehicle in varied weather conditions and all levels of light; periodic travel will be required for

training opportunities and meeting attendance.

Work is typically scheduled within regular business hours, with some weekend and evening work as needed. Regular attendance and punctuality are required.

Reasonable accommodation may be available to enable individuals with disabilities to perform the essential functions.

APPLICATION PROCESS

Applicants must apply online using the electronic recruitment portal. The following items are required:

1. Kittitas County Employment Application
2. Resume
3. Letter of Interest
4. Three Professional References and Three Personal References
5. Supplemental Exam Answers

SUPPLEMENTAL EXAM QUESTIONS

1. Please describe two situations in which you were responsible for meeting deadlines or working under other kinds of pressure. Explain how you met this pressure without an undue amount of stress to yourself and others.
2. Describe your experience and training that uniquely qualifies you for the position of Legal Process Assistant III with the Lower Kittitas County District Court. Be sure to include any experience working within the court systems. If you are bilingual/bi-literate, please explain your experience with speaking, writing and reading in multiple languages.
3. What does customer service and teamwork mean to you?
4. What is your experience in working in confidential and criminal justice settings?