

**OKANOGAN COUNTY COMMISSIONERS**

**RESOLUTION 42 - 2022**

*A resolution creating Judicial Assistant II Positions within Superior Court*

**WHEREAS**, the Superior Court has staff classifications in both Grade 18 and Grade 22 of the county's Non-Bargaining Pay Classification Plan; and

**WHEREAS**, the Judicial Assistant position is currently a Grade 18 classification; and

**WHEREAS**, the Superior Court Judges wish to create a Judicial Assistant I and Judicial Assistant II structure within the Superior Court; and

**WHEREAS**, the Judicial Assistant I designation is an entry level position within the Superior Court while a Judicial Assistant II would be a position with five or more years' experience with proficiency in all job duties and responsibilities of the Judicial Assistant position; and

**WHEREAS**, the Judicial Assistant II with more experience and demonstrated proficiency in all areas of the Judicial Assistant position is more appropriately classified in the Grade 22 position of the Superior Court; and

**NOW, THEREFORE, BE IT RESOLVED** effective April 6, 2022 the Board of Okanogan County Commissioners approve the creation of the Judicial Assistant II position within the Superior Court at a Grade 22; and

**BE IT FURTHER RESOLVED** that advancement to the Judicial Assistant II position is not automatic advancement based on years of service. Advancement is based upon five or more years' experience in the Judicial Assistant I position with two consecutive years of performance evaluations that meet Above Acceptable Standards and a demonstrated proficiency evaluation.

**BE IT FURTHER RESOLVED** that the current filled Judicial Assistant positions within the Superior Court meet the criteria for advancement to the Judicial Assistant II position and shall be moved to the Grade 22 Step 3 classification.

**DATED** at Okanogan, Washington this 29<sup>th</sup> day of March, 2022.




**ATTEST:**

  
Laleña Johns, Clerk of the Board

**BOARD OF COUNTY COMMISSIONERS  
OKANOGAN, WASHINGTON**

  
Andy Hover, Chairman

  
Chris Branch, Member

  
Jim DeTro, Member