

SUPERIOR COURT OF THE STATE OF WASHINGTON

OKANOGAN COUNTY POSITION DESCRIPTION

**** SUPERIOR COURT JUDICIAL ASSISTANT ****

DEPARTMENT: Superior Court

RESPONSIBLE TO: Superior Court Judge (Presiding)

IMMEDIATE SUPERVISOR: Superior Court Administrator

STATUS: Salaried - Non-Union, Non-Exempt

PAY GRADE: 18

JOB OBJECTIVE/SUMMARY

This is a professional level position providing varied judicial assistance for the Superior Court. This description applies to four distinct, defined job responsibilities currently existing within the Okanogan County Superior Court, namely Bailiff, Court Facilitator, Court Programmer/Scheduler and Jury Manager/Coordinator. The Judicial Assistant is sufficiently cross-trained and expected to perform, with a high level of competence, the duties of each of the four functions. The Judicial Assistant will have one of the primary duties outlined below, but is expected to be able to take responsibility for any of the four functions as assigned. The Judicial Assistant position is supervised in day-to-day operations of the court by the Presiding Judge. The Superior Court Administrator will address personnel issues (including performance evaluations), vacation and other court policy matters as may be delegated by the Presiding Judge. The Judicial Assistant is expected to function as part of a supportive team and is required to cross train and rotate regularly as established by the Superior Court Administrator or Superior Court Judges.

DUTIES OF BAILIFF POSITION

Scope of Responsibility: Under general guidance of the Superior Court Judge or Administrator, the Judicial Assistant assigned to this position performs a wide variety of highly responsible, independent and varied clerical and technical duties. This position requires independence, judgment, and initiative in determining office needs, in prioritizing and organizing work, and in determining the appropriate action to be taken.

ESSENTIAL JOB FUNCTIONS

1. Serves as the primary and initial contact to ensure the safety, security, and order of the public and court staff during court proceedings.
2. Maintains order, decorum and judicial process in the courtroom.
3. Must be prepared and able to directly intervene to prevent disorder and violence. May be required to use physical force or control devices such as a Taser.
4. Assembles all parties necessary for each matter heard by the court.
5. Assists and directs visitors to courtrooms, telephones and restrooms; aids the public in emergency situations; and answers questions regarding courtroom procedures.

6. Serves as a member of the Courthouse Security Committee responsible for the review, recommendation and establishment of security procedures.

Jury Management

1. Coordinates the overall juror process from orientation to dismissal. This includes attendance taking and juror orientation.
2. Reviews and processes postponements, excusals and transfer requests for jurors in compliance with state statutes, rules, policies and procedures.
3. Provides for the comfort and security of the jurors. This may include safety, meals, and other accommodations.
4. Monitors the submission, changing, assembling, distribution and whereabouts of jury instruction during the trial as well as during jury deliberations.

Administrative Management

1. Transcribes and creates legal documents, court opinions and court orders.
2. Creates and organizes standard forms for use of the public and attorneys in many areas of law and procedures.
3. Maintains administrative files and records.
4. Obtains, locates and organizes documents and files for hearings and trials.
5. Retrieves recorded proceedings from hearings and trials stored electronically.
6. Produces recorded proceedings by digitally copying as requested by attorneys, judges or the public.
7. Collects and accounts for fees for service.
8. Assembles, organizes and pays bills and vouchers for Superior Court using automated accounts payable software.
9. Maintains financial records and monitors expenditures.
10. Orders and maintains office and jury supplies and equipment for Superior Court.
11. Maintains the law library; obtains and delivers law books, case files and periodicals to judges as necessary; maintains and updates legal publications as necessary.
12. Screens telephone calls and written correspondence to the Judge and Court Administrator to ensure that inappropriate or illegal contact or correspondence does not reach court officials.

Special Assistant for Adult Felony Drug Court

1. Serves as special assistant to the Superior Court Judge in Drug Court.
2. Organizes and audits documents and orders for the release, furlough and return of prisoners who are participating in drug court.
3. Participates as a team member of the Drug Court by providing administrative support.
4. Coordinates planning efforts for other drug and therapeutic courts.

Other

1. Assists Programmer/Schedule Coordinator in preparation of the court calendar for both judges and any Court Commissioners.
2. Other duties as assigned by the Administrator or Judges.

DUTIES OF COURT FACILITATOR POSITION

Scope of Responsibility: Assists pro se litigants (those without attorneys) with family law matters in Superior Court. Provides information and referral, rather than legal advice. Guides, coordinates, and directs the court users through the technical legal requirements of court proceedings and procedures. Develops services related to family law issues for non-represented litigants. Family law includes divorce/dissolution cases, child custody cases, child support, paternity, domestic violence, contempt, and modification of court orders.

ESSENTIAL JOB FUNCTIONS

1. Identifies legal issues and corresponding court procedures relating to family law proceedings.
2. Assists litigants in understanding and completing numerous important court documents for legal actions.
3. Assists parties in filing and serving papers.
4. Assists parties in obtaining court orders.
5. Works with staff in the Superior Court Clerk's Office and the Judicial Assistant assigned to court programming to set cases on the court calendar.
6. Assists litigants in documenting correct financial data.
7. Assists parties in computing of child support payments.
8. Uses software programs and computer generated forms involved in family law proceedings.
9. Helps litigants understand court proceedings.
10. Refers litigants to appropriate programs, classes, agencies and services.
11. Develop, maintain and distribute informational brochures, packets, lists of agencies, and lists of local community resources.
12. Other duties as assigned by the Administrator or Judges.

DUTIES OF PROGRAMMER/SCHEDULE COORDINATOR POSITION

Scope of Responsibility: This position performs a wide variety of highly responsible, independent and varied clerical and technical duties requiring independence, judgment, and initiative in determining scheduling needs, prioritizing and organizing work, and determining the appropriate action to be taken. This position is ultimately responsible for scheduling and monitoring the court functions involving two Superior Court Judges, Court Commissioners, Judge Pro Tems, the Juvenile Department, Clerk's Office, jail, interpreters and Department of Corrections.

ESSENTIAL JOB FUNCTIONS

1. Ensures that interpreter services are available for all calendars and/or hearings.
2. Assigns civil and criminal cases with an appropriate trial/hearing date based upon age, type, complexity, and attorney availability.
3. Closely monitors flow of criminal cases to ensure compliance with state time guidelines.
4. Tracks all criminal hearings to ensure completion before release date.
5. Prepares and distributes all trial setting orders.
6. Initiates frequent contact with counsel and/or parties to ascertain the status and the needs of each case.

7. Assesses the need for visiting judges and schedules appropriately, including contacting other Court Administrators throughout the state to determine judge availability.
8. Schedules all trials and hearings to make the most efficient use of court time and personnel available (clerk, bailiff, court reporter, interpreter, additional courtroom sites).
9. Arranges for the presence of court reporters and interpreters.
10. Assists with jury processes as necessary.
11. Maintains the Judges' calendars including court hearings, appointments, committee meetings and speaking engagements.
12. Identifies, assigns and monitors cases which qualify for Mandatory Arbitration according to the Local Rules for Mandatory Arbitration.
13. Establishes and maintains effective working relationships with associated court offices, general public and other agencies.
14. Assists with writing correspondence, lengthy memorandum opinions, memos, etc. as needed.
15. Screens telephone calls and written correspondence to the Judge and Court Administrator to ensure that inappropriate or illegal contact or correspondence does not reach court officials.
16. Maintains the court webpage.
17. Performs other duties as assigned by the Administrator or Judge.

DUTIES OF JURY MANAGEMENT/COORDINATOR POSITION

Scope of Responsibility: Carries out jury management activities in the Superior Court of Okanogan County; exercises independent judgment and decision making within authorized limits. Performs responsible and complex, technical jury data entry and management, records preservation and management, accounting, legal clerical and varied office/court support duties to assist the public, judges, commissioners, prosecutors, attorneys, and other agencies, and contribute to the smooth, efficient continuity of day-to-day activities. The position requires substantial on-the-job training and experience. Work involves access to highly confidential information. Assists and carries out tasks in a court of law by performing the following duties.

ESSENTIAL JOB FUNCTIONS

1. Assign persons to jury panels and jury panels to trials for Superior and District Courts. Maintain a one day-one trial jury reporting system consistent with laws and random jury selection requirements. Maintain jury call-in phone system. Prepare monthly and quarterly statistical reports. Take attendance of reporting jurors, assign selection order. Contact persons who fail to appear as ordered.
2. Process jury payroll, including data entry, reviewing and auditing payroll records in compliance with laws and county policies. Track jury pay records, time entry. Research and resolve issues related to jury pay.
3. Assist the public with answers to jury process and procedural questions. Use knowledge of RCWs and rules that apply to jury service and all Superior Court cases in order to answer basic questions and to appropriately advise the public. Deal with people who may be upset, confrontational, angry or abusive.
4. Liaison to, District and Superior Court Judges, attorneys, prosecutors, or other persons regarding jury trials.
5. Maintains jury statistics and statistical reports. Prepares spread sheets and statistical charts for management and budget purposes.
6. Maintain and uphold the utmost level of confidentiality where required.

7. This position requires proficiency in software applications utilized in this position including: Excel, Word, SCOMIS, Liberty, Outlook, Designated Internet Sites, JSI-Next Generation & Classic Jury Management Software.
8. Establish and maintain cooperative, effective, and productive working relationships using tact, patience and courtesy.
9. Handle multiple priorities and duties requiring a high level of accuracy and attention to detail, without regular direction.
10. Work effectively as a team member in a customer service atmosphere.
11. Appear for scheduled work with regular, reliable and punctual attendance.
12. Performs other duties as assigned by the Administrator or Judge.

REQUIRED QUALIFICATIONS FOR THE JUDICIAL ASSISTANT POSITION

- Must be 21 years of age or older.
- Possess valid Washington State drivers' license.
- An Associate's Degree from a fully accredited college in business management, criminal justice or a closely related field with a minimum of two years experience in the Washington State Court System or equivalent education or experience in a closely related field. Depending on qualifications, educational and experience requirements may be waived.
- Working knowledge, or proven ability to comprehend federal, state, and local laws, including mandatory forms relating to Title 26 cases and proceedings.
- Working knowledge of Superior Court rules, procedures, laws and regulations.
- Working knowledge of legal terminology, documents, and document processing procedures.
- Working knowledge of Okanogan County social service agencies and legal resources.
- Knowledge of standard office practices and procedures.
- Knowledge of personal computers, including word processing and spreadsheet software.
- Must be willing to train in order to perform all functions within this position.

DESIRED QUALIFICATIONS

- A Bachelor's Degree from a fully accredited college or university in business management, criminal justice or a closely related field.
- Three or more years experience working in the Washington State Court System.
- Two or more years working in a public service position.
- Two or more years working in a supervisory capacity.

SKILLS AND ABILITIES

- Ability to exercise skill and judgment in job performance, and have initiative and dependability, be compatible with peers and supervisors, and be able to accept direction, criticism, and written communications and evaluations from supervisors.
- Ability to plan work and develop procedures; learn and/or evaluate complex information in order to make judgments and decisions.
- Ability to handle matters with integrity and confidentiality.
- Ability to concentrate and perform job duties in a stressful working environment.
- Ability to handle emotionally upset and demanding individuals with courtesy and patience.
- Ability to intervene decisively, when necessary, to protect the public.

- Ability to organize and coordinate various individuals and/or groups on the court calendar.
- Ability to use personal computers and word processors for entering and retrieving data.
- Ability to be non-judgmental, respect and work with diverse families and the public.
- Ability to work independently, as well as contribute to a team.
- Ability to communicate effectively, both verbally and in writing.
- Ability to type at least 40 words per minute accurately.
- Ability to keep regular attendance. To be on time and to work as scheduled.
- Ability to pass a criminal background check.

EQUIPMENT USED

Office equipment, including personal computers, printers, calculators, scanners, telephones, and facsimile machines.

PHYSICAL DEMANDS AND ENVIRONMENT

The working environment for this position is generally in an office setting, The office duties require standing for extended periods of time, walking on various types of surfaces, sitting, standing, maintaining balance, climbing stairs and inclines, bending, stooping, reaching, pushing, pulling, twisting; requires a sense of touch, finger dexterity, gripping with fingers and hands; lifting and carrying up to 30 pounds. Must be able to hear normal voice conversations, to speak in a public setting, have close, far, side vision with depth perception. Bailiff duties may require physical contact. Requires ability to operate a passenger vehicle from time time as required for training.

ACKNOWLEDGEMENT

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including the work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

I have read and received a copy of my position description, understand its contents, and verify I can perform the essential functions of the position.

Employee Signature

Date