

CLERK'S JUDICIAL PROCEEDINGS SPECIALIST

JOB PURPOSE AND SUMMARY

This is highly responsible and varied legal process work in support of the Superior Court system of Clark County, which requires considerable knowledge of legal terminology, processes and procedures. Work requires a high degree of reliability, accuracy and speed and the ability to multitask. Incumbents are required to perform duties independently, with limited supervision and general guidance from the leadworker or manager. Incumbents do not normally supervise others, although incumbents with significant experience may train others when necessary.

Incumbents are assigned to a judicial department on a rotation basis, but may be assigned to any department at any time as needed.

CLASSIFICATION DISTINCTIONS

The Clerk's Judicial Proceedings Specialist is differentiated from the Court Assistant classification series in that it provides support in a courtroom setting, requiring greater knowledge of the judicial system to perform all technical activities associated with processing, as well as the judgment required to work under broad guidelines. Incumbents must have detailed knowledge of the judges' preferences, schedules and work styles.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES

- Attends court and makes accurate minutes of proceedings; administers oaths; identifies and verifies juror presence, maintains jury panel and seating list; receives and records all legal documents, exhibits and depositions filed in open court; obtains signatures of attorneys on pertinent documents before submission to the judge/commissioner; enters, retrieves and updates information on the statewide SCOMIS database relating to individual cases and calendars; performs follow-up work as required.
- Maintains and controls all documents, files, exhibits and depositions received and used during a trial; identifies, numbers, files and maintains security of exhibits delivered to the courtroom including high risk and contaminated exhibits such as drugs, exhibits containing bio-hazardous materials; complies with and maintains confidential records and/or information as directed by state law.
- Acts as liaison between the Clerk's Office and Judge/Commissioner in relaying technical information regarding case assignments, case dispositions, continuances and/or stricken matters and status of cases and court procedures; advises and maintains contact with prosecutors, attorneys and law enforcement personnel concerning case status.

Clark County, Washington

- Assists the general public, attorneys and judges in person or on the phone by providing information, explaining procedures and schedules; locates information from Superior Court records and provides it to the public while maintaining security and confidentiality when necessary; evaluates and defuses sensitive and/or potentially volatile people and situations and reacts appropriately including contacting security when necessary.
- Reviews petitions, applications, affidavits, oaths and court orders prior to issuance of writs, subpoenas, letters testamentary and arrest warrants, verifying the accuracy and completeness of legal documents. Identifies inconsistency with statutes and provides technical information for compliance. May restrict access as ordered by the court or mandated by statute. Issues warrants, summons, subpoenas, notices and hearing, writs of garnishments, restriction and habeas corpus, criminal commitments, attachments and other legal documents ordered by the court.
- Receives, receipts, disburses and balances fines, bail, support, court costs, trust accounts and other court payments.
- Certifies and exemplifies court documents as authorized by the County Clerk.
- Prepares and distributes legal forms, orders, warrants, and updates the court's automated information system (SCOMIS within Superior Court) with information such as hearings held, dispositions, sentence conditions, warrants, no contact orders, domestic violence orders, anti-harassment orders, name changes, probation violations and civil judgments.
- Prepares court calendars (dockets) for civil, criminal, probate, domestic relations, and other cases; schedules mitigation and pretrial hearings; prepares case files for court sessions ensuring appropriate documentation; sets and coordinates jury trials, contacting appropriate persons and initiating related correspondence.
- Operates standard office equipment.
- Perform other duties as assigned.

QUALIFICATIONS

Experience and Education:

- Three years of progressively responsible experience within a legal or court environment which includes a minimum of one year of experience directly related to the work of the class.
- Completion of a post-secondary legal occupation training or education program (e.g., Paralegal certificate of proficiency or Associate's degree) 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.

Knowledge of: court processing activity, legal practices and procedures, and court operations; policies, procedures and practices applicable to the court; relevant technological applications and resources; modern office practices; business correspondence standards including English, grammar, formatting, spelling and punctuation.

Ability to: work with minimum supervision while independently coordinating multiple tasks to accomplish workload and meet unexpected demands; make consequential work decisions in accordance with laws, regulations, court policies and procedures; follow, understand and apply prescribed procedures, policies, laws and regulations to the legal processing activities of the Court systems; maintain accurate and complete court records; develop and maintain effective working relationships with management, employees, elected officials, and the general public; communicate effectively, both orally and in writing; demonstrate resourcefulness and tact in public contacts; utilize necessary computer applications at an advanced level; handle sensitive and confidential matters and situations; exercise good judgment under stressful circumstances.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

Work is primarily performed in a courtroom or office environment. Incumbents may be exposed to airborne or bloodborne diseases through exposure to the public, while fingerprinting defendants, and bio-hazardous materials which may be presented as exhibits; and, testimony and/or photographs and exhibits dealing with graphic examples and details of crimes such as murders, assaults (sexual, abuse, etc.) and trauma. Essential tasks involve reading and review of written documents and the use of personal computer software applications; oral communications both in person and via telephone.

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