

CITY OF FEDERAL WAY

CLASS TITLE: JUDICIAL SPECIALIST

CLASS CODE: 2603

DEPARTMENT: Municipal Court	DIVISION:
EEO: Office/Clerical (6)	FLSA STATUS: Non-exempt

BASIC FUNCTION:

Under the direction of the Court Administrator or an assigned supervisor, perform a variety of technical record-keeping and complex court and administrative duties in support of the Municipal Court; prepare and process forms, orders and documentation for court cases from origin to final disposition; and provide court related information to the public.

Work is characterized by a high degree of specialized and confidential responsibilities. Work is performed in accordance with professional standards, City ordinances, and state and federal law and policies established by the Presiding Judge and Court Administrator.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Essential and other important responsibilities and duties may include but are not limited to the following:

Communicate a wide variety of information to the public regarding court functions and procedures by telephone and at the counter; process documentation for various hearings.

Set court dates; state traffic infraction procedures; receipt monies for bail, infractions and violations; issue subpoenas and summons for court appearances.

Enter infractions, violations, transactions, proceedings, and other documentation relative to case management into the court's computer systems; review a variety of records, Revised Codes of Washington and Police codes. Scan and index new citations, supplemental documents, and closed files into the City's imaging system

Set cases for various types of hearings including arraignment, pre-trial, trial, mitigation, contested, show cause and motions; prepare court calendars and notify parties related to case by subpoena, summons, officer notice and bonding company notice; process continuance requests and notify parties involved; docket court proceedings. Research and identify defendant's in-custody status and jail location; coordinate in-custody transports from other jurisdictions and notify all parties involved.

Track cases with continued, suspended or deferred status; obtain record checks, review compliance and non-compliance reports, send notices and prepare the Municipal Court's calendar and case files. Provide appropriate documents to Western State for Mental Health Competency Evaluations as requested.

Maintain warrant control and Failure to Appear (FTA) control which includes but is not limited to, ordering, issuing, recalling, adjudicating, processing and purging to limit court liability. Track prisoners' in-custody awaiting arraignment, trial or review hearing; maintain jail commitments and follow-up proceedings; assist in coordinating in-custody transports.

Serve as Court Clerk while court is in session and record and document proceedings; assist in scheduling and coordination of jury trials, jury summons, and notifying litigants; perform bailiff duties during jury trials; administer oaths to jurors; direct and accommodate jurors. Verify the accuracy and completeness of legal forms. Issue vouchers authorizing witness fees and juror payments.

Responsible for large sums of cash on a daily basis; receiving, receipting and reconciling legal financial obligations, and calculate, accept and account for bails, judgements, court fines and fees, restitutions and costs; enter transactions in computer system recording receipt of funds and ensuring monies are recorded per statutes and balance cash drawer at end of day; research complex account payment history to determine where money should be applied; and make receivable corrections when ordered by court.

Establish and maintain time pay accounts, send statements and delinquent notices, monitor payments and take appropriate action for delinquent accounts in accordance with court procedures. Communicate with collection agency when appropriate to assign or remove cases. Prepare bench warrants for non-payment or prepare cases for review hearing; record data for dispersal of monies.

Serve as Public Defense screener by interviewing defendants to determine their financial eligibility for a court appointed public attorney based on predetermined financial standards.

Maintain regular, reliable and punctual attendance.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

- Courtroom policies, procedures and practices.
- Legal forms, documents and terminology.
- City, County and State agencies and offices involved in court-related activities.
- City and County, and State laws, ordinances, regulations and procedures.
- Modern office practices, procedures and equipment.
- Record-keeping techniques.
- Operation of computer terminal and other office equipment.
- Telephone techniques and etiquette.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Working with numbers and performing mathematical calculations quickly and accurately.
- Communicate effectively both orally and in writing.

ABILITY TO:

- Interact with emotionally distraught, irate and combative individuals.
- Recognize potential danger and take appropriate action to ensure safety and security.
- Attend assigned court proceedings and document proceedings with absolute accuracy.
- Process a wide variety of legal forms and documents in compliance with established

procedures, mandated timelines, and judicial direction.

- Perform a wide variety of complex and responsible court-related clerical duties accurately and efficiently.
- Work effectively with defendants and the public and provide information regarding court cases and procedures.
- Process arrest warrants accurately and in accordance with the law.
- Operate business and office machines including personal computer, copiers, scanners, printers and fax machine.
- Communicate effectively both verbally and in writing.
- Read, interpret, apply and explain rules, regulations, policies, and procedures.
- Maintain records and prepare reports.
- Type at an acceptable rate of speed.
- Establish and maintain cooperative and effective working relationships with others.
- Work independently with little direction.
- Add, subtract, multiply and divide quickly and accurately.
- Meet schedules and time lines.
- Complete work with many interruptions.
- Physically perform the essential functions of the job.

ENVIRONMENTAL CONDITIONS/PHYSICAL EFFORT:

Work is performed in an office or courtroom environment. Requires sitting and operating a keyboard to enter data into a computer terminal for extended periods of time, seeing to conduct work, and hearing and speaking to exchange information in court. May be exposed to contact with dissatisfied or abusive individuals. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school including or supplemented by secretarial training and three (3) years of increasingly responsible administrative, clerical, and customer service experience. Two (2) years of court-related clerical work, or legal administrative or paralegal support including one (1) year at an advanced level using independent judgment in applying thorough knowledge of court rules, regulations, policies and procedures preferred. DISCIS preferred.