

WALLA WALLA COUNTY

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P.O. Box 1506 □ Walla Walla, Washington 99362

EMPLOYMENT OPPORTUNITY

District Court

Position: Judicial Support Associate, Senior B
Starting Salary: \$3460/mo. – \$3812/mo. DOE
Location: District Court
Employment Type: Full-time (40 hours/week); Benefits Apply; Courthouse Union

Close: September 13, 2019 at 4:00 pm

Brief Duties and Responsibilities: Walla Walla District Court (WWDC) cover three (3) jurisdictions within the Walla Walla County; City of Walla Walla, City of College Place and the County of Walla Walla. The WWDC was established in accordance with state law and is the judicial branch of government for the county and two municipalities. The court is authorized to hear both criminal and civil matters. The Judicial Support Associate, Senior B (JSAS-B) performs specialized functions related to clerical, record keeping, data entry and civil procedures for District Court operations. Requires considerable knowledge of court accounting and record keeping procedures including proper formatting and content. See the job description for the complete list of essential job functions and qualifications.

Minimum Qualifications: High school diploma or equivalent. At least two (2) years of clerical experience and State training in processing civil cases through the court system; or a combination of four (4) years of training and experience in civil procedures. Bilingual in Spanish preferred. Must successfully pass a criminal background check and a driving record check. File an Oath of Confidentiality with the State of Washington Administrative Office of the Courts.

Working Conditions: Work is performed in an office environment and in the courtroom. Must possess the physical ability to sit and/or stand for long periods and the ability to lift 20 pounds. Physical abilities required for this position are those typically related to office operations including: manual dexterity and visual acuity to operate personal computers and other office equipment; access file cabinets and sufficient hearing and speech ability to communicate verbally; and may deal with individuals who often have a low level of education, substance abuse issues, and mental health issues. Possible exposure to communicable diseases and illness from defendants and others in the courtroom, and court office.

Application: County employment application, resume and cover letter required. Information available: Human Resources Office at 314 W. Main Street, Room 216, Walla Walla, WA, or visit our website at www.co.walla-walla.wa.us to apply online or view the job description. Mailing address: HR/Risk Manager, PO Box 1506, Walla Walla, WA 99362, (509)524-2600 or email hr@co.walla-walla.wa.us

**SELECTION IS BASED ON QUALIFICATIONS, TESTING, BACKGROUND CHECK,
DRIVING RECORD CHECK, AND ORAL INTERVIEW.**

EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER / ADA COMPLIANT