

**Walla Walla County
Position Description**

JOB TITLE: Judicial Support Associate, Senior B
DEPARTMENT: District Court
REPORTS TO: Court Administrator
PAY GRADE: 4; Full time (40 hours/week); Courthouse union; Benefits apply

JOB SUMMARY: The 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. Employee receives general supervision from the Judge and the Court Administrator. Generally, carries out recurring assignments on his/her own with the initiative to complete any additional tasks.

SUPERVISORY RESPONSIBILITIES: N/A

ESSENTIAL FUNCTIONS:

- Establishes, maintains, and updates accurate and complete case files and records docket entries both on the written record as well as input said data into DISCIS software.
- Backup to Judicial Support Associate, Lead A (JSAL-A) in all civil matters such as; receives, processes, and other related legal documents.
- Schedules civil hearings and serves as trial clerk; records court proceedings, maintains the accuracy of court files.
- Prepares a weekly closure report to review all cases eligible to be closed; works closely with the Probation Dept, and the Judge to ensure cases are eligible for closure and filing in their proper location.
- Customer Service: Greets all customers and helps them navigate the court system; answers multi-line phones in a timely manner.
- Processes payments of court fines, bail, and civil fees. Advises jail for release of person incarcerated once bail is posted and sends court date notice to defendant and person posting the bail. Maintains and balances cash drawer at the end of each day.
- Assists other Court staff as needed, for example: public records request, filing Search Warrants/Wire Tap/Body Wire and assisting with the processing of electronic tickets etc.
- Assists in working on projects under direction of Court Administrator.

EXAMPLE OF DUTIES:

- Interacts with defendants, victims, attorneys, law enforcement personnel and others regarding a variety of court related matters.
- Assists the public in filing Small Claims, Anti-harassment Orders, and other civil matters.
- Coordinates the records retention and management program, which includes the storage, documentation and/or destruction of all cases processed through the court system.
- Coordinates court appearances with court staff, attorneys, police and jurors, etc.
- Assists traffic and criminal clerks in the processing of traffic and criminal citations, which includes receiving, recording, and processing payments of fines, bail fees, etc.
- Maintains confidentiality with highly sensitive information.
- Engages in peer training. Shares knowledge and courtroom processes/procedures with team members.
- Keeps current on changing court technology, policies and procedures.
- Assists other Court staff as needed.
- Assists in working on projects under direction of Court Administrator.
- This job description in no way states or implies that these are the only duties to be performed by this employee. The JSAS-B will be required to follow any other instructions and to perform any other duties requested by Court Administrator and Judge.

EQUIPMENT TO BE USED: Operates a variety of office machines and equipment including computers (PC), printers, faxes, phones, copy machines, and other related office equipment.

WORKING ENVIRONMENT/PHYSICAL ABILITIES: Work is performed in the usual office environment and in courtroom. Must possess the physical ability to sit for long periods of time while performing duties. 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; ability to lift twenty (20) pounds; access file cabinets and sufficient hearing and speech ability to communicate verbally. 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.

KNOWLEDGE AND ABILITIES:

- Knowledge of District Court practices and procedures.
- Knowledge of computer operations, computer literate and ability to operate all office machines.
- Ability to communicate effectively both orally and in writing in order to explain detailed policies and procedures and to deal with general public, other employees, law enforcement agencies, and attorneys using courtesy, tact and good judgment.
- Knowledge of Washington civil laws and procedures.
- Ability to enter information into a computer system accurately and in a timely manner.
- Ability to setup and maintain records and prepare related forms, documents, statements and reports according to law.
- Ability to work with minimum supervision.
- Ability to follow oral and written instructions.
- Ability to meet deadlines while dealing with interruptions.
- Ability to learn and clearly explain applicable laws and ordinances, procedures, and practices.

- Ability to exercise good judgment under stressful circumstances.
- Ability to work as part of a team.

EDUCATION AND EXPERIENCE: 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.

LICENSES AND OTHER REQUIREMENTS:

- Current, valid Driver's License and must successfully pass a driving record check.
- Required to successfully pass a criminal background check that will allow for access to all appropriate court and state information systems.
- File an Oath of Confidentiality with the State of Washington Administrative Office of the Courts.

THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT.