

SNOHOMISH COUNTY JOB DESCRIPTION

JUDICIAL PROCESS ASSISTANT

Spec No. 6090

BASIC FUNCTION

To examine, prepare, index and preserve all Superior Court court records and exhibits received in the County Clerk's Office pursuant to state law and court rules; and to provide technical customer service.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Examines court documents for legally required data, formats and correct causes of action for the following Superior Court case types: Criminal, Civil, Domestic, Probate/Guardianship, Adoption/Parentage, Involuntary Treatment, Juvenile, and Appeals prior to acceptance for filing, pursuant to statutes and court rules; and processes filing fee accounts receivable transactions.
2. Prepares and electronically files appeal documents with State Court of Appeals and State Supreme Court, pursuant to state Rules of Appellate Procedure (RAP); receives, prepares, and processes appeal documents to/from courts of limited jurisdiction and state administrative agencies; and prepares billing documents.
3. Examines, determines and provides appropriate access for all court exhibits, including bio-hazard materials, weapons, drugs, money, and other valuables; indexes and retrieves exhibit data from computer databases; maintains chain of custody for records and exhibits and participates in routine audits; prepares documentation and exhibits for release, and/or destruction after required retention period; prepares and provides exhibits for transfer to State Supreme Court or State Court of Appeals for appellate cases.
4. Examines and indexes court and appellate documents into state databases and Clerk's Case Management System (CMS) and ensures compliance with state law, and state and local court rules; facilitates the proper preparation and processing of court documents within the Superior Court system; examines court records to ensure statutorily confidential and sealed documents and records are not disclosed to the public; verifies to ensure accuracy and updates index entries in state databases and Clerk's CMS.
5. Determines and transmits specific court documents and court orders involving protection orders, restraining orders, and bench warrants to law enforcement pursuant to state laws; transmits specific court documents, court orders and information to the Washington State Support Registry, Department of Licensing, Secretary of State, and other government agencies pursuant to state laws.
6. Issues summons and writs of certiorari, execution, garnishment, habeas corpus, mandamus, prohibition, replevin, attachment and restitution; reviews and issues criminal, civil predator and material bench warrants and warrants of arrest as ordered by Superior Court; reviews, issues and maintains search warrants, and enters and manages special inquiries and intercepts as ordered by Superior Court. Reviews and complies with court orders in the issuance of in-state subpoenas and issues foreign subpoenas under Clerk's

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

- statutory authority; prepares certified and/or exemplified legal court documents and records, tenders fees, and transmits to state and county departments, title companies, law firms, other agencies and the public. Maintains the Superior Court sealed Will Repository per statute.
7. Assists attorneys, legal staff, Superior Court employees and the Judiciary, other government agencies, and the public in conducting complex court record searches using a myriad of online computer and microfilm/fiche search tools and procedures; determines access to confidential and sealed court records; collects fees, prepares certified search results, and maintains audit trail of written search requests.
 8. Assists the general public, attorneys/legal staff, Superior Court employees and the Judiciary, government and commercial agencies in person, by telephone or in writing by explaining court procedures and schedules; provides technical information about court document and record processing and indexing; provides professionally written responses to the public regarding authorized state law and court rule requirements for rejecting legal documents; evaluates and diffuses sensitive and/or potentially volatile people and situations and reacts appropriately including contacting security when necessary.
 9. Provides procedural information, court forms, and instructional materials regarding court rules, policies and procedures to victims of domestic violence, harassment, stalking, and sexual assault as well as vulnerable adults seeking protection from predatory individuals and to individuals seeking an extreme risk protection order; ensures timely data entry into local and state information systems; and supports self-represented litigants and the judiciary through attendance at daily protection order hearing calendars to facilitate the process.
 10. Determines appropriate fees based on statutory requirements and receipts a high volume of complex Superior Court fees, fines and restitution from a variety of sources into the Clerk's CMS. Includes a high volume of cashiers' checks/money orders, electronic fund transfers, credit/debit card transactions and online payments; maintains accounting for all legal tender collected; maintains, balances, and closes cash registers on a daily basis; recommends and maintains accounting controls in an environment that includes a high volume of customer transactions.
 11. Provides ex parte services via mail to law firms and the public; researches and provides filed documents to the judiciary to facilitate the processing and entry of court orders; facilitates completion of ex parte transactions by filing originals and mailing copies of documents to customers; recommends and assists lead, supervisor or manager with the development of pro-se self-help forms packets.
 12. Maintains electronic record keeping systems to ensure complex databases are accurate; reviews court documents, records and digital recordings for accuracy sufficient to prepare records groups for permanent archival preservation or destruction in accordance with

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

Secretary of State Clerk Retention Schedules and generally accepted recordkeeping principles.

STATEMENT OF OTHER JOB DUTIES

13. Performs select duties of Judicial Process Assistant Lead as assigned; provides back up and peak work load coverage for co-workers; performs Judicial Operations Assistant and Judicial Accounting Assistant duties as assigned.
14. Testifies in court cases as a subject matter expert regarding Clerk's Office policies and procedures and statutory responsibilities as required.
15. Trains and/or checks work of Judicial Process Assistant trainees and support staff; when conducting training, meets with trainees on a weekly basis to discuss training status; prepares reports for the manager, supervisor and lead on trainees' progress; prepares and updates training manuals; recommends and assists in updating procedures as necessary.
16. Collects, analyzes and reports division productivity data; designs and recommends new forms, information systems, and reports as appropriate.
17. Serves on a variety of teams and committees as needed; may perform other related duties as assigned.

MINIMUM QUALIFICATIONS

Associate's Degree in criminal justice or paralegal studies or completion of an accredited legal assistant program; AND one (1) year of legal clerical work, legal document/record processing work, records management or legal customer service experience; OR any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License is required for employment.

Typing of forty-five (45) wpm required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- processing court documents in accordance with state laws, appellate and general rules, Superior Court Local Court Rules and Administrative Orders

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KNOWLEDGE AND ABILITIES (Continued)

- state and local databases and Clerk's CMS
- legal terminology
- general records management principles
- county departmental structures/departments including Prosecuting Attorney, Public Defender, Superior Court and records management warehousing
- cash handling / receipting methods and cash-related accounting controls
- court document processing procedures
- basic arithmetic
- computer software applications, including Microsoft Office Suite
- court records research techniques and procedures
- office policies, procedures, and practices and commonly used equipment
- employee training methods, practices, and techniques

Ability to:

- establish and maintain effective work relationships with superiors, peers and other staff
- learn, understand, and execute complex technical court document and records policies and procedures including document examination, interpretation, and acceptance and rejection procedures
- research and provide answers to public court document and court records questions
- learn and teach trainees the distinction between offering legal advice and providing excellent customer service and applying this knowledge in the workplace
- maintain required indexing and cashiering accuracy standards
- use proper English, spelling, grammar, punctuation and word usage
- follow complex oral and written instructions
- communicate effectively orally and in writing
- perform accurate arithmetic calculations
- work independently and effectively under pressure
- work with minimum supervision and make consequential work decisions in accordance with state laws, court rules, and Court and Clerk policies and procedures
- communicate effectively with customers including a culturally diverse population and angry or distraught customers, in a courteous and professional manner. May be required to obtain information from defendants in the face of hostility and dispute
- operate standard and specialized office equipment including computers, printers, copiers, telephones, and data entry retrieval programs
- maintain public databases including entering data, performing data verification, making corrections to data, and developing database queries
- update and write new procedures when necessary
- exercise good judgment under stressful circumstances
- operate in a lead capacity when assigned
- train and provide support to other staff

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KNOWLEDGE AND ABILITIES (Continued)

- analyze and solve work related problems
- acquire knowledge of specialized procedures and subject matters encountered in work assignments

SUPERVISION

The employee in this class receives administrative direction from the Judicial Process Assistant Lead, Judicial Process Assistant Supervisor, or Division Manager. Assignments are made indicating generally what is to be done, the quantity of work expected and any deadlines to be met. The employee carries out recurring assignments on his/her own initiative and receives additional specific instructions for new or unusual assignments. Work is spot checked to ensure conformance with policies and procedures.

WORKING CONDITIONS

The work is performed in all areas of the Clerk's Office and Superior Court, including the Denney Juvenile Justice Center and off-site locations.

PHYSICAL EFFORT

The employee must be able to perform physical tasks including lifting boxes and material weighing up to thirty (30) pounds, daily crouching, bending, kneeling, and reaching, and sitting and/or standing for long periods of time; use of ladders/step stools may be required. There is also considerable arm/hand movement required for database entry. Pushing a cart over carpets, concrete, and aggregate surfaces may also be required.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: October 1980 as Legal Process Clerk II
Revised: September 1986, May 1996
Revised and Retitled: September 1999, January 2019 (removed the II)
Revised: September 2000, December 2004, July 2017
EEO Category: 6 – Administrative Support
Pay Grade: 312 – Clerical Pay Plan
Workers Comp: 5306 Non-Hazardous