

## KITSAP COUNTY DESCRIPTION

**TITLE:** ADMINISTRATIVE SPECIALIST

**DEPARTMENT:** District Court

**REPORTS TO:** District Court Administrator

### **GENERAL STATEMENT:**

Exercises full occupational level legal secretarial and clerical skills. This position functions as the only secretarial support within the department for the Administrator and District Court Judges. Word processing is a major part of the workload and requires the ability to accomplish assigned workload rapidly and accurately; to work from difficult rough drafts or oral or machine dictation; to apply accepted legal rules of format, spacing and language usage; to plan and organize presentation of material where specific directions are not given; to check completed work and correct any errors. This is an "at will" appointed position. An "at will" employee's continued employment with the County is at the discretion of the District Court Administrator and Judges and may have their appointment revoked at any time with or without cause and without right to appeal.

Complexities in the work situation call for reliance upon the incumbent to use judgment, discretion, and have a good understanding of the superior's desires and functions. Supervision usually consists of statement of desired objectives and discussion of unusual problems.

**ILLUSTRATIVE EXAMPLES OF DUTIES:** (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class).

#### Essential Job Functions:

Prepare legal memoranda, legal decisions, motions, appeal transcripts and other legal proceedings subject to specifications set forth by district court rules, rules of appellate practice, superior court rules and Western Washington federal district court rules with high standards of accuracy, style of presentation, completeness and correctness of content.

Use word processing software to prepare letters and documents from rough drafts, marginal notes, machine dictation or verbal instructions; reviews and corrects drafts of correspondence and reports for grammar, punctuation, spelling, and clarity. Correct wording where original meaning is not changed. Proofread typed copy.

Type agendas for monthly Judge's meetings and prepare the highly confidential minutes.

Assist in budget preparation by gathering pertinent information and statistics. Project needs and keep budget statistics on department supplies and equipment. As requested, attend budget meetings, determine expenditure needs, prepare equipment contracts, determine project needs, and prepare budget materials/worksheets.

Coordinate department special projects, arrangements and activities that require extensive contacts within and outside of District Court. Coordinate and arrange training for departmental staff. Prepare charts, graphs, brochures, presentations, etc., as needed.

Keep appointment calendars for the Judges, Court Commissioner and Administrator. Advise them on appointments and meetings.

Compose responses to routine inquiries from other attorneys, agencies or the general public.

Prepare the caseload report manual from the Office of Administrators of the Courts tallies of statistics.

Prepare vouchers for payment for District Court and the Probation division. Post and track expenditures. Mail checks.

Inventory, order and maintain department equipment, supplies and forms.

Appear for scheduled work with regular, reliable and punctual attendance. Establish and maintain cooperative, effective, and productive working relationships using tact, patience and courtesy. Effectively plan and organize work and complete tasks within prescribed timeframes.

#### Other Job Duties:

Other related duties as required

#### **WORKING CONDITIONS/PHYSICAL ACTIVITIES:**

Work is performed primarily in an office environment. The ability to operate a personal computer to prepare documents is required. Substantial phone and in-person contact requires the ability to communicate effectively. Must have the ability to travel to and work at other District Court locations within the County. Must be multi-task oriented.

#### **KNOWLEDGE AND ABILITIES:**

Knowledge of: General and specialized office practice and procedures with specific training or education within the legal secretarial profession. Correct and effective use of legal terminology and business arithmetic required.

Ability to: Compose clear written explanations of legal procedures and effectively employ principles of good legal correspondence. Establish and maintain effective working relationships internally and with other county departments, as required by work assignments. Understand and execute varied oral and written instructions and use good judgment in handling operational requirements for which guidelines are limited or unavailable. Operate word processing equipment. Type at 60 wpm. Transcribe from Dictaphone and operate basic business machines. Maintain professional demeanor under workload and stressful interpersonal situations. Handle more than one task at a time. Be highly organized.

#### **MINIMUM QUALIFICATIONS:**

Three years of secretarial experience to include two years in a legal field, preferably in criminal and/or civil prosecution, is required. One year of post-high school course work in secretarial skills or basic legal office practices may be substituted for one year of experience. Proficiency in the operation of word processing equipment is required. Minimum typing speed required is 60 wpm. Experience with Windows, Excel, and Word is required. Desktop Publishing experience is desirable. The position requires legal secretarial knowledge of civil and criminal law.

**LICENSES, CERTIFICATES & OTHER REQUIREMENTS:**

A thorough background check through law enforcement agencies and previous employers will be conducted prior to appointment.

Must be able to fulfill all traveling requirements of this position and meet the qualifications and guidelines of the Fleet Risk Control Policies in the operation of a motor vehicle on County business, including possessing and maintaining a valid Washington State Driver's License and the appropriate amount of automobile insurance.