

KITSAP COUNTY DESCRIPTION

TITLE: ADMINISTRATIVE SPECIALIST

DEPARTMENT: Superior Court

REPORTS TO: Superior Court Administrator

GENERAL STATEMENT:

Exercises full occupational level confidential legal secretarial, office support, and computer and web support skills. This position functions as the primary secretarial support within the department for the Superior Court Judges and the Superior Court Administrator and has major independent administrative responsibilities as well as being an active participant in the Administrator's work.

Complexities in the work situation call for reliance upon the incumbent to use judgment, discretion, and have a good understanding of the Judge's and Administrator'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:

Perform confidential administrative and secretarial duties for the Superior Court Judges and Superior Court Administrator.

Transcribe legal correspondence, orders, documents, and other materials for the Judges from machine dictation with high standards of accuracy, style of presentation, completeness and correctness of content on word processing equipment. Use word processing software to prepare letters, documents, and jury instructions from rough drafts, marginal notes, or verbal instructions. Proofread drafts for grammar, punctuation, spelling, and clarity. Correct wording where original meaning is not changed. Utilize a personal computer/computer terminal.

Maintain and update the format of the Superior Court web page. Work with Information Services to continually update and revise the department Web page on the Internet and Intranet. Upload and convert information for the website. Post court dockets on the website daily.

Provide microcomputer software support of software applications and proprietary programs for assigned department including loading software, answering technical questions, creating/modifying requested forms/formats and troubleshooting software problems. Train personnel in application of new systems and software. Set up software and equipment utilized for courtroom presentations.

Design, format and produce forms and brochures utilizing computer software. Develop and maintain databases for department personnel, programs, and special projects. Enter and retrieve data on computer terminals for SCOMIS, Law and Justice, Word, Access, SupportCalc, and other programs. Create spreadsheets as needed.

Coordinate mandatory arbitration program, pursuant to court rules, which includes reviewing cases for eligibility, preparation of administrative notices, sending strike lists and notices, contacts with attorneys and/or litigants, appointment of attorney arbitrators to individual cases, monitoring arbitration activity, enforcing time limitations, reviewing requests for fees and processes appeals.

Maintain and prepare arbitration statistical reports on case management that are reported to the Office of the Administrator of the Courts.

Read and analyze new legislation that impacts court rules. Draft language to comply with changes.

Provide information or advice concerning specialized or technical services rendered and related office functions to the public. Develop, obtain and provide information and materials that can assist department management in accomplishing work or making decisions

Understand and execute varied oral and written instructions using good judgment in handling operational requirements for which guidelines are limited or unavailable. Maintain the confidentiality of the Superior Court in all matters.

Perform and/or coordinate special projects as requested by the Judges and the Administrator. Research and gather information, prepare reports and make recommendations as needed.

Analyze operating procedures to devise most efficient methods of accomplishing work. Develop forms, formats, and procedures pursuant to changes in the law and to meet specific needs.

Continuously develop skills and ability through attendance at approved courses and programs; maintain current knowledge of new developments or changes in related computer programs or database functions.

Coordinate the civil mediation program, pursuant to court rules, which includes preparation of administrative notices, contacts with attorneys and/or litigants and mediators, appointment of mediators, monitor mediation activity, enforce time limitations, and maintain and prepare statistical reports on case management.

Coordinate the asbestos litigation and Guardian Ad Litem programs.

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. May be required to work over 40 hours in a workweek.

Other Job Duties:

Serve as back up to Court scheduler, analyzing daily calendar and making appropriate assignments to efficiently and expeditiously manage caseload

Other related duties as required

WORKING CONDITIONS/PHYSICAL ACTIVITIES:

Work is performed primarily in an office environment. Work also requires sitting and may require lifting of up trial equipment weighing up to 20 pounds. The ability to utilize a computer to perform transcription, word processing, desktop publishing, web page maintenance and to enter data and retrieve information from a computer is required. Substantial telephone and in-person contact with other County employees and the public requires that the incumbent have the ability to communicate effectively. Telephone or in-person contact is required with persons who may be angry or verbally abusive. Must be multi-task oriented.

KNOWLEDGE AND ABILITIES:

Knowledge of: Court/legal system, legal documents and terminology. General office practices, procedures and equipment. Correct and effective use of legal terminology and business arithmetic required. Basic web page design and maintenance. The operation and installation of personal computers, related peripherals and associated software.

Ability to: Transcribe documents from machine dictation. Communicate effectively, both orally and in writing. Operate varied computers, peripheral equipment, and software programs. Analyze and resolve problems in both user and data processing areas. Establish and maintain effective working relationships with co-workers, information systems staff, vendors, attorneys, litigants, court system staff, and the public. Work independently with little or no supervision. Demonstrate initiative, discretion, judgment and organizational skills on a variety of projects and assignments. Function effectively under pressure and maintain professional demeanor. Understand complex oral and written instructions, understand and apply statutes and court rules. Apply good judgment and discretion in varied and often difficult situations. Effectively apply principles of good correspondence. Operate computer terminal to enter, locate and retrieve a variety of information in various formats. Type accurately at a minimum of 55 w.p.m.

MINIMUM QUALIFICATIONS:

Three years of secretarial/administrative experience to include two years in a legal, judicial or other court related environment, 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. Extensive knowledge and experience is required with the latest releases of common office software such as: Windows, Access, Excel, Word, MS-DOS, Powerpoint and Front Page. Web page design, implementation and troubleshooting are highly desirable.

Must type a minimum of 55 w.p.m. and have experience transcribing from machine dictation.

Experience installing personal computers and peripherals is required. Proprietary database experience is required.

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.