



-EMPLOYMENT OPPORTUNITY-
LAW CLERK

DEPARTMENT: SUPERIOR COURT
SALARY RANGE: \$40,040 - \$51,085/ANNUAL
OPENING DATE: NOVEMBER 2, 2009
CLOSING DATE: NOVEMBER 23, 2009 (APPLICATIONS MUST BE RECEIVED BY THE PERSONNEL OFFICE ON OR BEFORE THE CLOSING DATE.)

IN ORDER TO BE CONSIDERED FOR THIS POSITION, YOUR APPLICATION PACKET MUST INCLUDE EACH OF THE FOLLOWING ITEMS:

1. Kitsap County Application Form
2. Resume
3. Letter of Interest
4. Writing Sample
5. Transcripts

GENERAL STATEMENT: An employee in this position performs professional and technical research of legal issues as assigned by the judges and performs legal research for the court regarding administrative issues, developing and organizing the flow and completion of work assignments; review briefs and memorandums and researches cited law and serves as liaison between the court, lawyers, litigants, and the judges. This is a two year, "at-will" assignment. An "at will" employee's continued employment with the County is at the discretion of the Superior Court Administrator and Judges and may have their appointment revoked at any time with or without cause and without right to appeal. Work is performed relatively independently with latitude for exercising independent judgment and initiative. Supervision consists of general guidelines, statements of desired objectives, discussion of procedures and problems and review of results achieved.

MINIMUM QUALIFICATIONS: Graduation from an accredited school of law is required. Graduation within the last 3 years is desirable. A Law School grade point average of 3.0 or better is desirable.

LICENSES, CERTIFICATES & OTHER REQUIREMENTS: Successful passing of a State Bar Examination is preferred.

This is an "at-will" assignment. An "at will" employee's continued employment with the County is at the discretion of the Superior Court Administrator and Judges and may have their appointment revoked at any time with or without cause and without right to appeal.

A criminal background check through law enforcement agencies will be conducted on all successful applicants prior to their being appointed to this position.

This position is FLSA exempt.

Examiner: Carol Mackie

Kitsap County is an Equal Opportunity Employer and encourages applications from all persons without regard to race, creed, color, national origin, religion, sex, age, marital status, disability, sexual orientation or veteran status. Kitsap County provides reasonable accommodation to its employees and the public with disabilities, including disabled veterans. If you wish more information, contact Kitsap County Personnel Division.

Kitsap County Courthouse # 614 Division Street, MS-23 # Port Orchard, Washington, 98366-4676
www.kitsapgov.com or Personnel (360) 337-7185 EXT. 0

INSTRUCTIONS FOR COMPLETING THE KITSAP COUNTY APPLICATION PACKET

READ & FOLLOW ALL DIRECTIONS!

1. An original, completed, and signed Kitsap County application packet is required for each position for which you are applying.
2. **Read the Employment Opportunity Posting Sheet carefully to ensure you submit all required documents.**
3. If additional pages for work experience are needed, please choose from the following options:
 - a. Available at the Kitsap County Personnel office
 - b. Copy the back of the application before completing it
 - c. Print out continuation sheets on our web site
 - d. Hand prepare your own as long as you follow the same format**Each page of work experience must have your original signature.**
4. A supplemental questionnaire is generally included as the last few pages of the application packet. Your responses to the questions on the supplemental questionnaire and Kitsap County application will be used to determine if you are eligible to continue in the selection process. Please do not use acronyms or abbreviations on your application.
5. **Complete the application packet and other requirements in full. Your application will be considered incomplete and will not be evaluated if you submit a résumé or mark "see résumé" in place of the required application material.**
6. If you are invited to an interview, you may bring extra material, such as a résumé, certificates of training, examples of work performed, performance evaluations, letters of reference, etc.
7. Keep a copy of your application materials for your records. We are not able to make copies for you.
8. The completed application packet **must** be returned to the Personnel Office by **5:00 pm on the closing date**. Applications received after the closing date will not be considered, unless postmarks are accepted for that specific position. If the hiring department is accepting postmarked applications, it will be stated on the Employment Opportunity Posting Sheet and the envelope must be postmarked by the closing date.
9. Return application packets as follows:

IN PERSON: Personnel Office on the first floor of the County Public Works Building at 507 Austin Ave in Port Orchard. Applications may be placed in the Drop Box located at the front door on Fridays only.

BY MAIL THROUGH USPS: Personnel Office; 614 Division St., MS-23; Port Orchard, WA 98366

MAILED THROUGH OTHER CARRIERS SUCH AS FedEx or UPS: Personnel Office; 507 Austin Ave; Port Orchard, WA 98366

BY FAX: (360) 337-7187 – Faxed applications must be received by the Personnel Office by 5:00 pm on the closing date. Please keep your originals.
10. **Some application packets may require additional postage, so be sure to use the correct postage amount when mailing. Kitsap County will not consider application packets that are received with postage due.**
11. You will usually receive notice within 6-8 weeks of the status of your application. If, after that time period, you have not received notification of your status, please contact the Personnel Analyst identified on the job posting sheet.
12. If you have any questions, or need more information, please contact the Kitsap County Personnel Office at (360) 337-7185, ext. 0.
13. Any applicant using education to meet the minimum qualifications will not be hired until their transcripts from an accredited college or university have been received.

KITSAP COUNTY CLASSIFICATION DESCRIPTION

TITLE: LAW CLERK

DEPARTMENT: Superior Court

REPORTS TO: Superior Court Administrator and Superior Court Judges

GENERAL STATEMENT:

An employee in this position performs professional and technical research of legal issues as assigned by the judges and performs legal research for the court regarding administrative issues, developing and organizing the flow and completion of work assignments; review briefs and memorandums and researches cited law and serves as liaison between the court, lawyers, litigants, and the judges. This is a two year, "at-will" assignment. An "at will" employee's continued employment with the County is at the discretion of the Superior Court Administrator and Judges and may have their appointment revoked at any time with or without cause and without right to appeal.

Work is performed relatively independently with latitude for exercising independent judgment and initiative. Supervision consists of general guidelines, statements of desired objectives, discussion of procedures and problems and review of results achieved.

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 legal research projects as assigned, utilizing the law library and computerized legal research tools available to the Court; researches all statutes and case laws necessary to complete projects.

Perform legal research in confidential cases and advise judge as to questions of law, statutes and legal process as required.

Receive, organize, and review citations of court cases and prepare written/oral summaries and recommendations for the judges for briefs and memorandums pertaining to complex litigation; review legal documents and assist judge with organization.

Perform legal research of pending legislation, court administrative concerns, and local court rules and provides written evaluations and recommendations based on findings.

Coordinate with court scheduler in contacting and disseminating information to lawyers and litigants in complex litigation and the scheduling of conferences and hearings.

Communicate with and serves as liaison between court, lawyers, litigants, and the judge.

Maintain filing and record system to track cases pre-assigned to judges; obtain, assemble and prepare all necessary files and documents, including Bench Copies, for hearings and trials.

Assemble necessary parties, maintain order, decorum and judicial process in the courtroom; attend committee meetings and events as assigned, conducting legal research applicable to topics discussed and participating in suggestions and comments regarding committee actions and reports.

Assist with the development and assembly of juror instructions.

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:

May be required to occasionally perform duties involving the care and custody of the jury.

Perform other related duties as assigned.

WORKING CONDITIONS/PHYSICAL ACTIVITIES: (The physical demands described are representative of those that must be met by the employee to successfully perform the essential functions of this job. Kitsap County provides reasonable accommodation to enable individuals with disabilities to perform the essential functions.)

Work is performed primarily in an office environment, with attendance in court as requested. Incumbent may be exposed to graphic/confidential criminal information. Minimal physical exertion is required. The ability to enter data and retrieve information from a computer, utilizing word processing software, and perform extensive research is required and may involve sitting for extended periods of time. Substantial telephone and in-person contact with the public, lawyers, and other government agencies require that the incumbent have the ability to communicate effectively.

KNOWLEDGE & ABILITIES:

Knowledge of: Methods and techniques of legal research. Laws of the State of Washington and Kitsap County, Local and Washington State Court Rules and applicable statutes.

Working knowledge of: Computerized methods of researching and locating records.

Ability to: Perform effective legal research, preparing briefs on findings and writing advisory opinions. Analyze, appraise and organize facts, evidence and legal precedent in cases. Communicate complex technical and legal information effectively, both orally and in writing. Establish and maintain effective working relationships with the judges, lawyers, litigants, the public, jurors, and other professionals and non-professionals involved in the justice system, using tact and diplomacy. Understand and execute complex oral and written instructions. Work effectively and independently, organizing and prioritizing work assignments. Apply good judgment and discretion in varied, difficult, and time-demanding situations. Function under pressure with a high degree of tact and diplomacy. Operate a computer to research and locate information.

QUALIFICATIONS:

Graduation from an accredited school of law is required. Graduation within the last 3 years is desirable. A Law School grade point average of 3.0 or better is desirable.

LICENSES, CERTIFICATES & OTHER REQUIREMENTS:

Successful passing of a State Bar Examination is preferred.

A criminal background check through law enforcement agencies will be conducted on all successful applicants prior to their being appointed to this position.



KITSAP COUNTY

EMPLOYMENT APPLICATION

Personnel Division
 614 Division St, MS-23
 Port Orchard, WA 98366-4676
 (360) 337-7185
 Fax (360) 337-7187
 www.kitsapgov.com

Title of Position You Are Applying For			Department
Last Name	First Name	Middle Initial	Home Phone # ()
Mailing Address			Cell Phone # ()
City	State	Zip	Email address:

Alternative contact info: Name _____ Phone Number _____

Will you accept (check if yes)	Full Time <input type="checkbox"/>	Part Time <input type="checkbox"/>	Extra-Help/On Call <input type="checkbox"/>	Shift Work <input type="checkbox"/>	Days or hours unwilling/unable to work
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Are you able to perform the essential functions of this position, with or without reasonable accommodations? Yes No

Can you provide proof of citizenship, visa or alien registration if hired? Yes No

Have you ever been employed by Kitsap County? Yes No Dates: From ___/___/___ To ___/___/___

Do you have any relatives currently working for Kitsap County? Yes No

Name	Dept/Div	Relationship
Name	Dept/Div	Relationship

Have you been convicted of a felony within the last 10 years? Yes No

Offense _____ Date ___/___/___

Offense _____ Date ___/___/___

NOTE: A conviction record does not necessarily constitute an automatic disqualification from employment.

Kitsap County awards veteran's preference in accordance with RCW 41.04.010. Do you claim veteran's preference for this position? Yes No

EDUCATION AND TRAINING

Did you graduate from high school or receive a G.E.D? Yes No Location _____

College or Vocational School and Location	Dates		# Sem Credits	# Qtr Credits	Major Course of Study	Minor Course of Study	Degree Earned	Date of Degree
	From	To						

Professional Licenses and Certificates	State of Issue	Exp. Date

Do you have a valid driver's license? Yes No State of Issue: _____

List computer software programs you have used: _____

EMPLOYMENT HISTORY – List your work history for the last 10 years on the reverse side, including self-employment, volunteer work and military service. Begin with your most recent position in block 1 and list each position separately. Include experience beyond 10 years if it is related to the job for which you are applying. Attach additional employment history sheets in the same general format if needed. Indicating “see resume” or “see attached” will disqualify you from further consideration.

FOR OFFICE USE ONLY	
Address Book # _____	Requisition # _____

May we contact this employer? yes no contact me first

1	Most Recent Position Title	Employer Name, Address, & Phone Number	Type of Business	Dates Worked (Month and Year) From: To:
	Primary Duties			Total Years/Months Worked
				# Hours Worked per Week
				Salary
Name and Title of Immediate Supervisor				
Number and Types of Employees You Supervised				
Reason for leaving/considering change				

May we contact this employer? yes no contact me first

2	Position Title	Employer Name, Address, & Phone Number	Type of Business	Dates Worked (Month and Year) From: To:
	Primary Duties			Total Years/Months Worked
				# Hours Worked per Week
				Salary
Name and Title of Immediate Supervisor				
Number and Types of Employees You Supervised				
Reason for leaving/considering change				

May we contact this employer? yes no contact me first

3	Position Title	Employer Name, Address, & Phone Number	Type of Business	Dates Worked (Month and Year) From: To:
	Primary Duties			Total Years/Months Worked
				# Hours Worked per Week
				Salary
Name and Title of Immediate Supervisor				
Number and Types of Employees You Supervised				
Reason for leaving/considering change				

AGREEMENT AND RELEASE

I certify that the answers given herein are true and complete to the best of my knowledge. I authorize Kitsap County to conduct a complete investigation of any and all information contained in this Employment Application. In the event of employment, I understand that any false or misleading statements contained in my application may result in discharge. I further understand that I will be required to abide by all Kitsap County rules and regulations.

Signature

Date



KITSAP COUNTY

Equal Employment Opportunity Questionnaire

Kitsap County is proud to be an Equal Employment Opportunity employer, committed to a diverse workplace. It is the policy of Kitsap County to provide equal opportunity in all terms, conditions and privileges of employment for all qualified job applicants and employees without regard to race, color, national origin, religion, sex, marital status, sexual orientation, age, disability, or veteran status. For this purpose, and to help us comply with government recordkeeping, reporting and other legal requirements, please complete this affirmative action questionnaire. Completing this form is voluntary and will remain confidential. This information will be maintained in a separate file and will not be provided to supervisors, the appointing authority or other department employees. It will not be used in the evaluation of your application.

Position Applied For:

Date:

Name:

Social Security #:

(Disclosure of your Social Security Number is voluntary and will be used for applicant tracking only.)

GENDER:

Male

Female

ETHNIC ORIGIN: Indicate one only.

White/Caucasian

Black/African American

Hispanic

Asian/Pacific Islander

Native American

ARE YOU:

Disabled

Vietnam Era Veteran

Other Veteran

Disabled Veteran

RECRUITING SOURCE

Where did you first learn of this position?

Kitsap County Website (kitsapgov.com)

Career Builders Online

Kitsap County Job Posting Board

Yahoo.com

Kitsap County Job Line

Craig's List.com

Job Posting at Other Public Agency

Jobdango.com

Referred by County Employee

Monster.com

Referred by Friend

Kitsap Sun Newspaper

Worksource

Seattle Times

AWC Jobnet

Seattle Times Online

Courthouse Journal

Kitsap Newsgroup Newspaper

Careers in Government

Spokesman Review

Jobs Available Online

Oregonian

Jobs Available Publication

Oregonian Online

Government Jobs Website

Tacoma News Tribune

Posted at Professional Associations

Tacoma News Tribune Online

Idaho Statesman

Olympian

Idaho Statesman Online

Olympian Online

Other...Specify Source _____

FOR OFFICE USE ONLY

Address Book #

Requisition #