

## **SNOHOMISH COUNTY JOB DESCRIPTION**

### **ADMINISTRATIVE ASSISTANT-SUPERIOR AND JUVENILE COURT**

Spec No. 5058

#### **BASIC FUNCTION**

To assist the Court Administrators and judicial officers with executive, confidential, and administrative support.

#### **STATEMENT OF ESSENTIAL JOB DUTIES**

1. Maintain appointment calendar for assigned executives; arrange meetings and secure meeting accommodations and travel arrangements for staff.
2. Create and maintain custody of confidential and sensitive information and materials, including judicial information.
3. Provide full range of administrative support as required.
4. Attend meetings with/for Court Administrators, judicial officers, and other staff members to take minutes, transcribe, process, and distribute as necessary.
5. Respond to requests for services or complaints. Coordinate judges, judicial staff, and superior court personnel moves, including coordination of furniture moves and chamber rotations for judges and commissioners; liaison with county maintenance staff, and processing of special maintenance requests.
6. Plan, schedule, and coordinate special events for Superior Court including swearing-in ceremonies, mock trials, special courtroom requests, and staff trainings.
7. Review, edit and correct documents, reports, and correspondence, including those that require an administrative or judicial signature.
8. Maintain and update the court's public website.
9. Serve as liaison between the court and other government agencies, private industry, and the general public.
10. Support the Court's human resource activities which may include recruiting, onboarding, communication of benefit and policy changes or enhancements, all staff communication, FMLA coordination, application of state and federal laws, and labor relations as requested.
11. Prioritize incoming mail, phone call and requests for appointments.
12. Perform related duties as assigned.

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#### MINIMUM QUALIFICATIONS

An AA degree with five (5) or more years increasingly complex administrative experience; OR, any equivalent combination of education, training and/or experience.

#### KNOWLEDGE AND ABILITIES

Knowledge of:

- operations of Courts
- the principles and practices of supporting senior leaders
- office policies, procedures, methods, and equipment
- conflict management and effective communication
- business writing and report preparation
- research and analysis techniques
- knowledge of public records laws and document management procedures

Ability to:

- exercise initiative and judgment, and make decisions within scope of assigned authority
- establish and maintain effective working relationships with elected officials, other county employees, and with the general public
- effectively use technology including standard office equipment to perform all job duties
- communicate effectively, both orally and in writing
- build and maintain relationships with persons of all ages, social, economic, cultural, and educational backgrounds
- work independently
- work under pressure and meet deadlines with frequent interruptions
- analyze and resolve work-related problems
- maintain necessary records and prepare required reports
- manage multiple tasks/activities while meeting specific deadlines
- maintain a high degree of accuracy with detailed information

#### SUPERVISION

The work is carried out independently in accordance with established policies and accepted practices. The employee receives limited supervision from the Court Administrators.

#### WORKING CONDITIONS

The work is performed in the usual office environment.

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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: January 2002

Revised: January 2011, June 2012, November 2021

EEO Category: 2 - Professionals

Pay Grade: 109 - Management Exempt Pay

Plan Workers Comp: 5306 Non-Hazardous

FLSA Status: Exempt