

## **SNOHOMISH COUNTY JOB DESCRIPTION**

### **COURT SECURITY/PUBLIC SERVICE ASSISTANT-DISTRICT COURT**

Spec No. 6043

#### **BASIC FUNCTION**

To maintain order and provide security at the district court public counter areas. To provide information and assistance to the public, litigants, law enforcement officers and attorneys at the public counter of the district court clerk's office and to perform routine clerical Legal Process Assistant duties.

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

1. Maintains order at the counter, safeguards court staff and the public from verbally abusive, hostile and abusive behavior; controls hostile individuals in a non-violent manner.
2. Provides service to the public and those doing business with the court by answering questions and explaining court procedures; locates information from court records and provides it to the public as appropriate.
3. Advises the district court staff on safety and security matters; represents the court on county committees in matters pertaining to security and safety; aids the public in emergency situations.
4. Performs a variety of clerical legal processing duties; makes arrangements for jail commitment dates; sets court dates; establishes time payment agreements; directs and assists anti-harassment petitioners and persons seeking name changes and processes related paper work.
5. Enters case information into the computer system; makes docket entries involving such things as pleas, dispositions, sentences; updates and retrieves information from the computer; accesses driver's records information as needed.

#### **STATEMENT OF OTHER JOB DUTIES**

6. Operates standard office equipment such as calculators, copier, and typewriter.
7. Performs related duties as required.

#### **MINIMUM QUALIFICATIONS**

One (1) year experience as a law enforcement officer or with a court or other criminal justice agency; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Associate's Degree in criminal Justice or a related field is preferred. Ability to speak Spanish preferred. Must pass job related tests.

#### **SPECIAL REQUIREMENTS**

Current First Aid/CPR certificate or ability to obtain one within ninety (90) days after hiring.

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#### **KNOWLEDGE AND ABILITIES**

Knowledge of:

- district court practices, policies, procedures and commonly used equipment;
- security practices and procedures;
- standard office procedures;
- general legal terminology.

Ability to:

- maintain order with firmness and tact and obtain information from individuals in the face of hostility and dispute;
- respond appropriately and with good judgment in crisis and emergency situations;
- communicate effectively with people regardless of age, sex or social, economic or cultural background, including persons with social or behavioral problems, and communicate with litigants in both supportive and confrontive modes;
- learn and be able to clearly explain applicable laws, procedures, and practices, associated with area of assignment;
- establish and maintain effective work relationships with superiors, co-workers, and other criminal justice agency personnel;
- understand and execute written and oral instructions;
- exercise initiative, meet deadlines, and cope with frequent interruptions.

#### **PHYSICAL REQUIREMENT**

This position requires frequent movement from a sitting position to a standing position, and requires standing for many hours during the day.

#### **PERSONAL CONTACT**

The purpose of the contact is to obtain, clarify or give facts or information directly related to the work being performed by the division or department. Information handled may be of a technical as well as a substantive nature, and may be of a confrontational nature.

#### **SUPERVISION**

The employee reports to the Court Administrator and/or administrative superior as assigned. clerical duties are performed according to establish court policies and procedures and reviewed for accuracy and thoroughness. Public service and security performance is reviewed through observation and adherence to court guidelines.

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#### WORKING CONDITIONS

Work is performed in an office or courtroom setting.

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: February 1993

Revised: May 1995

Previous Spec No. 720650

EEO Category: 4 – Protective Services

Pay Grade: 306 -

Workers Comp: 5306 Non-Hazardous