

**SNOHOMISH COUNTY JOB DESCRIPTION**  
**JUDICIAL PROCESS ASSISTANT SUPERVISOR**

Spec No. 6092

**BASIC FUNCTION**

To supervise the staff of the assigned division(s) in the County Clerk's Office which may be at multiple worksites depending upon division assignment; and assist the divisional manager in the successful completion of all divisional duties.

**STATEMENT OF ESSENTIAL JOB DUTIES**

1. Provides leadership for division(s) as a member of the department leadership team.
2. Provides technical training assistance to staff, including writing training procedures, policies and process manuals; and possesses in-depth knowledge of state laws, state and local court rules, Rules of Appellate Procedure (RAP), Superior Court Administrative Orders, and recordkeeping principles/records management practices governing the examination and processing of court documents, records and exhibits in the Clerk's Office.
3. Participates in planning for automation and technical operations, procedures and standards of the division; ensures plans are implemented.
4. Plans, assigns, coordinates, supervises and evaluates the work of subordinates in the assigned division; reviews work in progress and upon completion to ensure accuracy and compliance with instructions and established policies and procedures; addresses and resolves day-to-day personnel questions and issues.
5. Participates in and makes recommendations concerning the hiring, training, evaluation, discipline, transfer and termination of subordinate employees; develops work plans and monitors progress, assesses employee performance against established standards, goals and objectives; prepares performance evaluations of subordinate employees; counsels and coaches employees concerning job performance and makes recommendations to manager.
6. Develops, recommends and implements procedural changes, policies and standards for use by subordinates and ensures that areas of operation comply with applicable state laws, state and local court rules, Superior Court Administrative Orders, and records retention and preservation schedules; prepares statistical reports; monitors and maintains required records.
7. Coordinates training of employees on state databases and Clerk's Case Management System (CMS); participates in recommending system software specifications and enhancements; manages document scanning/rescanning/archiving process.
8. Coordinates operations and provides technical assistance, while promoting partnerships with other county departments and programs, outside agencies, citizen groups, and the general public as required; coordinates operations with the County's Records Center and Enterprise Scanning Center.

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#### **STATEMENT OF ESSENTIAL JOB DUTIES** (Continued)

9. Analyzes and resolves all technical problems and questions encountered in the work unit that subordinate employees cannot answer; receives, investigates, and resolves customers' questions, problems and complaints.
10. Administers expenditures of divisional budget line items for supplies, equipment, extra help, and overtime; participates in the preparation of the divisional plans, goals and objectives.

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

11. May prepare or provide back up for divisional payroll records and related correspondence and forms; approves leave requests; and monitors for compliance with federal and state law.
12. Testifies in court cases as a subject matter expert regarding Clerk's Office policies, procedures, and statutory responsibilities as required.
13. Ensures that the daily functions of the division are accomplished by providing back up and peak workload coverage for employees, performing any or all of the duties of subordinate employees as required; may be assigned Judicial Operations Assistant Supervisor or Judicial Accounting Assistant Supervisor duties.
14. Monitors, facilitates training and provides status reports on interns, volunteers and contract staff.
15. Acts as the divisional manager in his/her absence.
16. Collects, analyzes and reports division productivity data; designs and recommends new forms, information systems, and reports as appropriate.
17. Oversees special projects as assigned.
18. Attends continuing education and meetings as required; participates in technical planning meetings with manager and staff from other counties and from the State Administrative Office of the Courts.
19. Performs related duties as required.

#### **MINIMUM QUALIFICATIONS**

Bachelor's degree in criminal justice, public administration, business administration, or closely related field; AND one (1) year experience as Judicial Process Assistant Lead; OR five (5) years of experience performing and supervising Clerk's Office legal court document examining,

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### MINIMUM QUALIFICATIONS (Continued)

processing and records management; OR, any equivalent combination of training and/or experience that provides the required knowledge and skills. Must pass job related tests.

### SPECIAL REQUIREMENTS

A valid Washington State Driver's License is required for employment.

Typing of forty-five (45) wpm required.

### KNOWLEDGE AND ABILITIES

Knowledge of:

- Clerk's Office policies and procedures
- supervisory methods and techniques
- cash handling / receipting methods and accounting controls; court document and filing related regulations
- payroll and attendance record keeping
- state law, state and local court rules, Superior Court Administrative Orders, and applicable retention schedules regarding processing/indexing, access, retention, maintenance, disposal, and preservation of court records and court exhibits
- federal, state and county specifications and quality control standards, practices and procedures pertaining to microfilm and optically imaged/scanned court records
- microfilming and scanning practices and procedures
- standard office machine operation
- hardware/software used in legal document processing including code maintenance procedures for indexing application and imaging software, computer software applications, including Microsoft Office Suite
- audit procedures and practices
- mediation and complaint resolution practices

Ability to:

- read, understand, interpret and implement related state and federal laws, state and local court rules, Superior Court Administrative Orders, and the policies and procedures of multiple state agencies
- evaluate programs, policies and procedures; analyze operations; and take effective action to correct deficiencies and resolve problems
- effectively supervise, train, coordinate and evaluate the work of subordinate employees
- meet deadlines and cope with constant interruptions
- operate state databases, Clerk's Case Management System (CMS), and scanning equipment and programs

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### KNOWLEDGE AND ABILITIES (Continued)

- analyze, interpret and communicate complex records management, document examination, document indexing, and exhibit information
- establish and maintain effective work relationships with superiors, peers, subordinates, customers, and members of the legal and law and justice communities
- deal effectively with and gain cooperation of the public under stressful conditions;
- exercise sound judgment under hostile and stressful situations and solve problems in a professional and objective manner
- understand and follow complex oral and written directions
- communicate, both verbally and in writing, in a professional manner, using tact and diplomacy
- work independently and be self-motivated
- develop and maintain effective interpersonal relationships with diverse groups of people;
- provide leadership and direction to the divisional work group
- effectively learn and apply technical aspects of automated court case management/imaging systems and databases
- resolve technical software issues
- effectively schedule staff and maintain a cross-trained, rotating work team
- coordinate, assign and supervise staff at multiple worksites

### WORKING CONDITIONS

The work is performed in all areas of the Clerk's Office and Superior Court, including the Denney Juvenile Justice Center and off-site locations.

### SUPERVISION

The employee in this classification receives direction from the divisional manager and has wide latitude in dealing with the day-to-day operations of the division. Employee plans and carries out successive steps and resolves problems in accordance with applicable laws, instructions, policies and accepted practices.

### PHYSICAL EFFORT

The employee must be able to perform physical tasks including lifting boxes and material weighing up to thirty (30) pounds, daily crouching, bending, kneeling, and reaching, and sitting and/or standing for long periods of time; use of ladders/step stools may be required. There is also considerable arm/hand movement required for database entry. Pushing a cart over carpets, concrete, and aggregate surfaces may also be required.

Snohomish County is an Equal Employment Opportunity (EEO) employer. Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

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Class Established: September 1986 as Judicial Process Assistant III  
Revised: August 1988, October 1996, May 1998, Sept 2002, Nov 2006, Feb 2017, July 2017,  
January 2019  
Retitled: September 1999 as Judicial Process Assistant Supervisor  
Revised and retitled: January 2007  
Pay Grade: 239 – Classified Pay Plan  
EEO Category: 2 – Professionals  
Workers Comp: 5306 Non-Hazardous