

SNOHOMISH COUNTY JOB DESCRIPTION

LAW CLERK/BAILIFF

Spec No. 5020

BASIC FUNCTION

Provide administrative assistance to Superior Court Judges combined with the traditional function of bailiff.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Performs basic research on legal issues before court; briefs and summarizes files in preparation for sentencing.
2. Collects trial related data; validates authority in legal documents and assists in the preparation of written opinions and memorandum decisions.
3. Receives, reviews and summarizes issues for pre and post trial motions.
4. Screens persons desiring to see judges (such as attorneys, pro se litigants, and the general public) and maintains judges' appointment and hearing schedules.
5. Maintains orderly conduct and security in courtrooms, including the opening and closing of court.
6. Insures the courtroom is trial ready with both counsel tables clear, equipment is in working order, and jury deliberation rooms are stocked, cleaned and ready for proceedings.
7. Keeps all library and research material current including delivery of replacement materials and recycling of outdated material.
8. Prepares jury instructions and supervises jurors during times when not seated in jury box such as providing beverages and services while in the deliberation room, arranges for and may escort to and from meals, and assumes responsibility for sequestration when mandated.
9. Performs related duties as required.

MINIMUM QUALIFICATIONS

Graduation from a recognized school of law. Must pass job related tests.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Superior Court procedures

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KNOWLEDGE AND ABILITIES (Continued)

- laws of the State of Washington
- on-line legal research resources

Ability to:

- exercise good judgment as to when to act independently and when to refer situations to higher authority
- perform legal research, and analyze and apply legal principles and precedents to legal problems
- communicate effectively both verbally and in writing
- follow verbal and written instructions
- maintain required records and prepare clear, concise written reports
- establish and maintain effective working relationships with jurors, attorneys, associates, other county employees, and the general public
- effectively and efficiently navigate numerous computer applications and systems
- demonstrate flexibility by providing on-call law clerk coverage for other members of the bench as the need arises
- demonstrate strong organizational skills including consistently handling multiple matters at any one time

SUPERVISION

Research work is performed with a wide degree of latitude for exercise of good judgment, accuracy, and timely completion. General supervision is provided by respective Superior Court Judge.

WORKING CONDITIONS

The work is performed in the usual office environment and courtroom.

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

[EEO policy and ADA notice](#)

Spec No. 610632

Class Established: April 1982

Revised: November 1988; February 2011, April 2014

EEO Category: 2 - Professionals

Pay Grade: 199 – Law Clerk/Bailiff Pay Plan

Workers Comp: 5306 Non-Hazardous