



CITY OF BLACK DIAMOND

24301 Roberts Drive ~ PO Box 599
Black Diamond, WA 98010

Phone: (360) 851-4500
Fax: (360) 851-4501

Dear Applicant,

January 4, 2021

Thank you for your interest in the position of **Judicial Specialist I** with the City of Black Diamond. This is a regular part-time position (20 hours weekly) within the Municipal Court and is represented by Teamsters Local 117. Included with this letter you will find information of the hiring process, a position notice, position description, and an application form.

The City of Black Diamond is an Equal Employment Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, sexual orientation, marital or veteran status, or any other legally protected status. Applicants requiring reasonable accommodation to the application and/or interview process should notify us immediately.

In an effort to obtain the best overall fit for the position of Judicial Specialist I the City will evaluate the information you submit along with the information gathered throughout the hiring process. It is our goal to have this position filled as soon as possible.

The following general information is designed to familiarize you with the hiring process for this position; **however, this process may be adjusted without further notice.**

- To be considered for the position the City must receive a completed original City of Black Diamond Application packet consisting of a completed City of Black Diamond application, letter of interest, current resume that demonstrates your ability to perform the functions of this position and displays the previous experience required and any supplemental education or training information that you wish us to consider that relates to this position. **Position to remain open until filled.**
- Application packets will be reviewed, those applicants chosen for an interview will be contacted by telephone, and those not selected will be notified by email.
- The interview process may consist of, but not limited to any or all of the following: oral interview, written testing, situational exercise, and ability demonstration.
- All applicants interviewed will be notified by telephone of their status, a written notice will follow. The top applicant(s) will be notified prior to their references being contacted. A second interview may be held.
- If a suitable candidate is selected, a letter of offer for employment with the City of Black Diamond will be issued.

Should you have any questions, I encourage you to contact me at (360) 851-4564 or by email at bmartinez@blackdiamondwa.gov.

Sincerely,

CITY OF BLACK DIAMOND

Brenda L. Martinez
City Clerk/HR Manager



**City of Black Diamond
Employment Opportunity
Judicial Specialist I**

The City of Black Diamond, Washington, is a growing community of approximately 5,200 with a rich historical heritage, in an exceptional natural setting. The City is seeking qualified applicants for the part-time (20 hours weekly) position of Judicial Specialist I. Under the direction of the Judge and Court Administrator, the incumbent is responsible for performing a wide variety of technical and complex legal and clerical duties in support of the Municipal Court judicial services and administrative functions of the court office. The City offers an hourly pay range of \$20.69- \$27.59; this is a Teamsters Local 117 represented position. Application packets and the full job description may be obtained at City Hall, 24301 Roberts Drive, Black Diamond, WA, at www.ci.blackdiamond.wa.us, or by calling 360-851-4564. **This position will remain open until filled.**

CITY OF BLACK DIAMOND

JOB DESCRIPTION

Job Title: **JUDICIAL SPECIALIST I**
Department: Municipal Court
Reports to: Court Administrator
Compensation: \$20.69 - \$27.59 hourly
FLSA: Non-Exempt

Summary:

Performs a wide variety of technical and complex legal and clerical duties in support of the Municipal Court judicial services and administrative functions of the court office.

SCOPE:

Reports to: Court Administrator & Judge

This position requires a substantial knowledge of all court and office procedures, rules and authority, and the ability to transact the general business of the court and office subject to limited supervision.

WORK ENVIRONMENT:

Work is primarily performed in an indoor office setting with extended periods at a computer, sitting or standing. Physical effort is needed to move, lift and carry office equipment, supplies, and materials. Strong communication skills are needed for frequent person-to-person contacts, and telephone usage. The nature of the work has frequent interruptions and contact with the public and staff.

ESSENTIAL FUNCTIONS:

- Docket criminal proceedings
- Prepare correspondence and maintain records
- Oversee deferrals, jail sentences, pre-sentence matters, failures to comply
- Coordinate court matters with Defendants, Defense Counsel, City Prosecutor, Police Department, Jail, Alcohol Agencies and other levels of the criminal justice system.
- Receipt bail, fines and penalties
- Prepare reports for state and local agencies
- Prepare court dockets, calendars and files
- Enter incoming filings, citations and complaints
- Customer service including front counter, telephone and written inquiries
- Assist defendants with paperwork as needed
- Perform primary filing of all papers, case files and related correspondence
- Process Failures to Pay/Appear/Respond
- Schedule court hearings

- Respond to request from the Municipal Court Judge, City Prosecutor, Police Department and others for assistance and information
- Perform a variety of court room related tasks such as swearing in juries and witnesses, opening court sessions and marking exhibits in order of presentation in court cases
- May assume the duties of supervisor in supervisor's absence
- Perform other duties as assigned

QUALIFICATIONS:

Education and Training:

Graduation from high school or GED and two (2) years of experience in a clerical setting. Court experience desired.

Licenses and Certification:

Valid Washington State driver's license, or the ability to obtain within thirty days of employment.

Knowledge, Skills and Abilities:

- Knowledge of the court and case processing procedures
- Knowledge of legal forms, documents and terminology
- Knowledge of general office practices
- Skilled at effectively resolving interpersonal conflict and interacting with emotionally distraught, angry or hostile individuals
- Ability to learn and accurately apply numerous laws, regulations, policies and procedures related to court activities
- Ability to work independently and make responsible decisions in accordance with court policies and procedures
- Ability to organize and prioritize work and appropriately schedule court activities
- Ability to rapidly and accurately enter data into a computer from verbal and/or written direction
- Ability to complete work accurately and rapidly with intense periods of concentration and frequent interruptions
- Ability to express ideas clearly and concisely both verbally and in writing
- Ability to establish effective working relationships with diverse populations, co-workers and other agencies
- Ability to maintain composure, use tact, patience and courtesy when dealing with stressful interpersonal situations
- Ability to clearly hear and accurately discern verbal communications in a crowded, noisy work environment
- Ability to work cooperatively as a member of a service oriented team

The statements contained herein reflect general details as necessary to describe the principle functions of this classification, the level of knowledge and skill typically

required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.

ORIGINATION DATE: July 1996
MODIFIED DATE: January 2020 (Title Change from Court Clerk to Judicial Specialist I
MODIFIED DATE: November 2020 – Update Compensation



CITY OF BLACK DIAMOND

Physical Address: 24301 Roberts Drive
 Mailing Address: PO Box 599, Black Diamond, WA 98010
 (360) 851-4500

www.ci.blackdiamond.wa.us

APPLICATION FOR EMPLOYMENT

The City of Black Diamond in an Equal Employment Opportunity Employer, we consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, sexual orientation, material or veteran status, or any other legally protected status. Applicants requiring reasonable accommodation to the application and/or interview process should notify us immediately. Please understand that the City will only accept applications for currently advertised positions.

Position desired: _____ Date of Application: _____

How did you learn of this Vacancy? _____ Date available for employment: _____

General Information				
Last Name	First Name		Middle Initial	
Street Address	P.O Box	City	State	Zip
Home Phone ()	Work Phone ()	Message Phone ()	E-mail Address	

(Please Circle One)

If you are under 18 years of age, can you provide proof of your eligibility to work? Yes No

Have you previously applied for a position with the City of Black Diamond? Yes No
 If yes, Position and Date: _____

Have you previously been employed by the City of Black Diamond? Yes No
 If yes, Position and Dates: _____

Do you know anyone who is employed by the City of Black Diamond? Yes No
 If yes, Name and Relationship: _____

Are you legally authorized to become employed in the United States? Yes No

Are you currently employed? Yes No
 If yes, may we contact your current employer? Yes No

If required for this position what is your Driver's License # and State? _____

Does the salary for this position meet your requirements? Yes No

Can you travel overnight if required? Yes No

Are you available to work occasional evenings and/or weekends if required? Yes No

Education and Training

Did you graduate from high school or receive a GED certificate? No Yes

Name/Location of institution that issued you diploma or GED Certificate: _____

Name of college, university or vocational school	Major	Dates Attended		Full Years Completed	Degrees Conferred		Credit Hours
		From	To		Title	Date	

Indicate any professional certificates or licenses you possess that are related to this position:

Employment History

Start with present or last job and work back. Be sure to include the experience which you feel qualifies you for this position. Include military service, volunteer service or other unpaid experience. Failure to complete this section may affect your being considered for an interview or employment. **A RESUME CAN SUPPLEMENT BUT NOT SUPPLANT COMPLETION OF THE FOLLOWING INFORMATION.** Please use a separate sheet if needed.

Employed by:	Your Job Title:
Address	Your Duties:
Employed From (Mo. / Yr.)	To (Mo. / Yr.)
Supervisor's Name	Phone No.
Supervisor's Title	
Number of Hours Worked Per Week	
Number of Employees Supervised	
Reason for Leaving	
May We Contact This Employer <input type="checkbox"/> No <input type="checkbox"/> Yes	

Employed by:	Your Job Title:
Address	Your Duties:
City & State	
Employed From (Mo. / Yr.)	To (Mo. / Yr.)
Supervisor's Name	Phone No.
Supervisor's Title	
Number of Hours Worked Per Week	
Number of Employees Supervised	
Reason for Leaving	
May We Contact This Employer <input type="checkbox"/> No <input type="checkbox"/> Yes	

Employment History - Continued

Employed by:	Your Job Title:
Address	Your Duties:
Employed From (Mo. / Yr.)	To (Mo. / Yr.)
Supervisor's Name	Phone No.
Supervisor's Title	
Number of Hours Worked Per Week	
Number of Employees Supervised	
Reason for Leaving	
May We Contact This Employer <input type="checkbox"/> No <input type="checkbox"/> Yes	

Employed by:	Your Job Title:
Address:	Your Duties:
City & State	
Employed From (Mo. / Yr.)	To (Mo. / Yr.)
Supervisor's Name	Phone No.
Supervisor's Title	
Number of Hours Worked Per Week	
Number of Employees Supervised	
Reason for Leaving	
May We Contact This Employer <input type="checkbox"/> No <input type="checkbox"/> Yes	

Additional Qualifications

Please summarize your additional skills or qualifications related to this position, including computer and equipment operation:

Additional Information

Anything else you would like us to consider relating to your ability to perform the job for which you have applied?

Professional References

Please list three professional references that are not past supervisors who can speak to your professional qualifications and character.

Name	Position and Employer	Phone Number

**CITY OF BLACK DIAMOND – AFFIDAVIT/CERTIFICATION OF
INFORMATION AND RELEASE**

By my signature below:

I certify that to the best of my knowledge the information contained in this application and all supplemental information I have submitted is true and complete. I understand that my employment may be denied or terminated if I provide false, misleading, or incomplete information during the hiring process or during my employment, regardless of when or how discovered.

I certify that I have read the job description for the position for which I am applying and that I can perform the essential and auxiliary functions listed for this position with or without reasonable accommodation, and I understand that the job description is illustrative only and does not list all functions or responsibilities of the position.

I understand that this application is valid only for this position and I must re-apply for any future positions with the City of Black Diamond.

I understand that if I am hired, I must produce applicable documents showing that I am lawfully authorized to work in the United States, in accordance with the Immigration Reform and Control Act of 1986, as amended.

I understand and agree that the City may contact my current and prior employers, educational institutions, and other references, whether listed or not listed in my application material. These references are authorized to give the City any and all pertinent information they may have related to my previous job performance and my ability to perform the job I am applying for; this includes information relating to my moral character. I release all persons or entities involved, including the City of Black Diamond, previous employers and their agents, and any other person or entity, from all liability arising from this contact and release of information. (You will be informed prior to the City contacting references and present or past employers.)

I agree to submit to any post-offer, pre-employment, medical or physical testing, as required by the City of Black Diamond.

I authorize the City to conduct a criminal history and credit check and understand that the City in making hiring decisions will consider criminal convictions and how a conviction relates to the position I am applying for. I understand that a criminal conviction does not automatically bar me from employment with the City. (You will be notified prior to the background check and if a credit check is required you will be notified of your rights under the Fair Credit Reporting Act.)

I understand and agree that nothing contained in this employment application packet creates a contract for employment between the City and me. If an employment relationship is established, I understand that unless specifically limited in an expressed, formal executed contract, I have the right to terminate my employment at any time and that the City has the same right.

Applicant Signature

Date

Applicant Name - Printed