

Superior Court of the State of Washington  
For Chelan County



401 Washington Street  
P.O. Box 880  
Wenatchee, Washington 98807-0880  
Phone: (509) 667-6210 Fax (509) 667-6588

**Job Title:** Administrative Assistant  
**Department:** Superior Court Judges  
**Reports To:** Court Administrator  
**FLSA Status:** Non-exempt  
**Classification:** Non-bargaining  
**Pay Grade:** NB04  
**Job Status:** Part-Time

**SUMMARY**

The Administrative Assistant (AA) is the primary point of contact for Superior Court Judges Chambers and performs a variety of administrative, confidential, technical and administrative support services to the Superior Court Judges, Superior Court Commissioners and Superior Court Administrator. This position is distinguished by the wide range of assignments and responsibilities; independent judgment and discretion; and the need for confidentiality resulting from working directly for the Judges, Commissioners and Administrator. The AA receives significant public contact requiring effective communication and service to the general public, court users and attorneys.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** The following duties are not intended to represent the entire functional capacity of the position at the task level.

- Effectively communicate with all segments of the community, including private and public organizations and other federal, state and local agencies, as well as members of the public and lawyers.
- Screen orders and documents presented to ensure the documents receive appropriate prioritized attention and are provided to the appropriate judicial officer, competing orders are not being put into place by the court and that orders are not reviewed by a judicial officer who has previously been disqualified from the case. Additionally screen documents for completeness for entry into law enforcement databases and ascertain additional information as necessary.
- Screen telephone calls and visitors to determine nature and urgency of requests and respond independently or as directed by the Judges, Commissioners and Administrator. Research or refer procedural questions of a technical nature to the appropriate resource.

- Respond to inquiries from the public or other agencies on behalf of and as directed by the Judges and Administrator. Receive constituent inquiries and complaints, respond independently or make appropriate referrals for action and response.
- Reception and secretarial duties. These include but are not limited to: answering phones; typing correspondence, court decisions and jury instructions; distributing incoming mail; and assisting other court staff as needed.
- Schedule JAVS system hearings for daily recording to ensure an adequate record of all hearings and back up hearings on a weekly basis to the appropriate server. Serve as a back-up for burning audio cd's as requested by attorneys and litigants.
- Maintain wire-tap reports for judicial officers and submit the annual reports to the Administrative Office of the Courts.
- Complete ASRA (risk assessment) reports for daily preliminary appearance hearings and distribute to the Court, Prosecuting Attorney and Counsel for Defense of Chelan County.
- Additional duties as necessary and assigned to include but not limited to bailiff for jury trials, juror orientation, invoice processing, prepare and maintain courtrooms, inventory and maintain office and courtroom supplies.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Graduation from high school or equivalent and at least two years of progressively responsible experience in a court or legal setting or any combination of education and experience which provides the necessary knowledge, abilities, and skills. Considerable knowledge of office practices; thorough knowledge of work related codes, laws, and legal terminology; ability to plan effectively; ability to work independently and effectively in a high pressure environment; ability to make significant decisions in accordance with laws, regulations, and court policies and procedures; ability to express ideas concisely, orally and in writing, and to establish effective working relationships with co-workers, public officials and the general public.

## **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

## **WORK ENVIRONMENT**

Work is performed in an office environment. On occasion the employee may be exposed to anti-social behavior. Sitting or standing for extended periods of time and dexterity to operate a computer terminal is required. The position requires tact, accuracy, judgment, and may involve disturbances of workflow, and/or irregularities in work schedule.