



CITY OF BREMERTON
invites applications for the position of:

Legal Technician Senior

SALARY: \$34.19 - \$41.86 Hourly

OPENING DATE: 03/10/23

CLOSING DATE: 03/25/23 05:00 PM

GENERAL FUNCTION:

The salary indicated above includes longevity (1% earned after five years and increases to a maximum of 4% after 20 years). Additionally, a cost of living adjustment of 2.50% has been approved for 2024.

Under general direction, performs technical clerical work needed to support Bremerton Municipal Court operations, serves as lead worker and provides primary support to the Court's general administrative staff and functions. Tracks and maintains financial records.

REPRESENTATIVE ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Note – this list is intended only to illustrate the various types of work that may be performed. The omission of specific statements does not exclude them from the position.)

- Assists in monitoring office and court clerical operations, record keeping procedures and systems, assuring accuracy. Answers questions from staff and assists them when they have a difficult customer.
- Helps monitor quality and accuracy of overall work performed by clerical staff and makes recommendations for change if necessary to ensure efficient workflow.
- Provides essential backup to administrative staff, acts as supervisor to support staff.
- In the absence of the administrator and assistant administrator, completes administrative tasks such as payroll, accounts payable, order supplies and assists the Judge.
- Prepares memos notifying staff of policy or procedural changes, work corrections or as directed by the court administrator.
- Verifies financials and prepares daily deposits.
- Tracks all monies owed to Municipal Court, taking proper action on delinquent accounts by adding late penalties, initiating Department of Licensing suspension action and collections actions.
- Tracks all restitution payments and issues victim checks, maintains and tracks individual victim accounts. Issues refund checks on overpaid accounts.
- Exonerates bonds and bail, issuing refund checks when necessary.
- Takes payments on all types of accounts, including parking, at front counter, internet or by mail.
- Provides assistance to staff and general public on court procedures, case processing and status.
- Maintains and interprets statistical data on cases and initiates correspondence in response to inquiries.
- Coordinates information between various law enforcement agencies.
- Disseminates information in accordance with the Freedom of Information Act.

- In court clerk back up. Front counter back up. To include filling out court forms, obtaining signatures, routing or emailing documents to other agencies as required, setting hearings, properly updating the court case management system and logging the hearings into the recording system.
- Assists the Judge and attorneys in retrieving information and interpreting it.
- Assists in training new employees and provide guidance as directed.
- Prepares end of month remittance and audit reports.
- Audits open court files to identify cases eligible for write offs.
- Orders and audits various reports weekly, including compliance and case flow management.
- Reviews incoming documents for completeness according to established procedures.

Other Duties

- **Regular attendance is an essential requirement**
- **Performs related work as assigned and/or required**

KNOWLEDGE, SKILLS and ABILITIES (Entry Requirements)

Knowledge of:

- Criminal justice system court processing procedures.
- Judicial case file organization methods, maintenance and retrieval systems.
- Principles and practices of supervision, case and workload monitoring.
- Business English, composition, spelling, grammar, punctuation and general legal terminology.

Skill in:

- Effectively operate office equipment with sufficient speed and accuracy to produce proper output as scheduled.

Ability to:

- Write clear and concise drafts and produce final copy of legal and administration materials independently and from brief, general instructions.
- Organize, prioritize and coordinate office work processes to assure operational efficiency.
- Establish and maintain effective working relationships with those encountered, and to demonstrate effective public service principles in an environment often more volatile than the normal business office.
- Read, comprehend, speak and write the English language.
- Interpret and apply laws, regulations, policies and procedures distinctly to specific circumstances.

QUALIFYING EDUCATION AND EXPERIENCE (MINIMUM REQUIREMENTS):

Any combination of education and experience equivalent to a High school diploma or G.E.D. and five (5) years of full-time work experience in a legal setting, at least three (3) of which were in a court office involving the processing of legal court case documents and maintaining related records.

Must complete the Institution for Court Management - Court Management Program within 7 years. (Class will be paid for when funding or coverage are sufficient within the Court's budget.)

EXAMINATION PROCESS AND REQUIRED DOCUMENTS:

The City of Bremerton is committed to integrating diverse perspectives into our workplace culture and encourages our employees to bring their whole, authentic selves to work. We strive to create

a diverse team that allows us to effectively connect to the community we serve.

Applicants can apply on-line at <http://www.BremertonWA.gov/169/Current-Jobs>, or application packets may be obtained from the Human Resources Department, Cobweb, or by calling (360) 473-5348.

Required Application Materials: City application and personal résumé are required. Incomplete application packets will not be considered. Required application materials must be returned to the Human Resources Office by 5:00 p.m. on the closing date. The City of Bremerton is NOT responsible for errors of any kind with faxed or e-mailed application packets. Original signature is required on paper application forms. It is the responsibility of the applicant to carefully list all pertinent experience and training.

Appraisal of Experience and Education/Training: At this initial review, application packets may be evaluated entirely on the basis of information you provided in the completed City application form. Applicants should include all relevant information on the City application. Applicant's education, training, and experience will be assessed. The passing score is 70%. The top qualifying candidates will be invited to participate further in the examination process. Meeting or exceeding qualifications does not guarantee the applicant will be invited to participate in the oral examination process.

Oral Examination: A panel will evaluate the applicant's training, experience, and ability to perform the job.

Placement on the eligibility list is determined by weighted examination scores as follows:

Appraisal of application packet regarding Experience and Education/Training -
Passing Score 70% - Weight 40%

Oral Examination - Passing Score 70% - Weight 60%

Applicants must achieve a score of 70% or better on each portion of the exam in order to be placed on the hiring list.

Employee Preference: Regular City employees applying for and passing an Open Examination will have seven point five (7.5) percent of their PASSING score added to establish their final score.

Veteran's Preference: Veterans, who have passed an examination, shall be entitled to preference pursuant to Chapter 41.04 RCW.

NOTE TO APPLICANTS WITH DISABILITIES: Applicants with disabilities who will need special accommodation for examination must advise Human Resources no later than one (1) week prior to the scheduled examination so that appropriate arrangements can be made. (360) 473-5348.

LEGAL and REGULATORY EMPLOYMENT CONDITIONS

Benefits and Additional Compensation:

Employer contributions to the State Retirement System pension plan; 13 days of paid vacation per year (increases to a maximum of 26 days per year with years of service); 11 paid holidays per year; one paid floating holiday of your choice per year (after six months of employment); 12 days of paid sick leave; wellness program; employee assistance program; and medical, dental and vision coverage. For additional information, click [here](#).

Fair Labor Standards Act: The classification is non-exempt under the laws of Fair Labor Standards Act minimum wage and overtime provisions.

Representation: The classification is included in the bargaining unit pursuant to the Recognition Article of the current labor agreement between the City of Bremerton and the Teamsters Local 589.

Civil Service: The classification is excluded from the City's Civil Service System.

Appointment and Removal Authority: The position is filled by appointment by the Department Head. Removal is by action of the Department Head in conformance with Human Resources Policies.

This classification specification does not constitute an employment agreement between the City and employee. It is subject to change by the City, with the approval of Human Resources, as the needs of the City and requirements change.

Equal Employment Opportunity Statement

It is the policy of the City of Bremerton to offer equal employment opportunity to all individuals. The City of Bremerton will administer all actions with respect to employment practices in compliance with federal, state and local laws, and will not discriminate in any employment practice on the basis of age (40+), sex, race, creed, color, national origin, sexual orientation/gender identity, marital status, military status, or the presence of any physical, mental or sensory disability.

ADA Statement

The City of Bremerton does not discriminate on the basis of disability in programs and activities, which it operates pursuant to the requirements of the Americans with Disabilities Act of 1990, and ADA Amendments Act. This policy extends to both employment and admission to participation in the programs, services and activities of the City of Bremerton. Reasonable accommodation for employees or applicants for employment will be provided.

**The City of Bremerton is proud to be an Equal Employment Opportunity Employer
committed to a diverse workforce.**

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.ci.bremerton.wa.us>

345 6th Street, Suite 100
Bremerton, WA 98337
360-473-5846

humanresources@ci.bremerton.wa.us

Position #2023-00016
LEGAL TECHNICIAN SENIOR
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