

YAKIMA COUNTY, WASHINGTON
CLASS SPECIFICATION
CLASS TITLE: Office Specialist II

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|------------------------------|----------------------------------|---|---------------------------------------|
| BAND: B | GRADE: 2 | SUBGRADE: 2 | CLASS CODE: J23-1122 |
| DEPARTMENT: Varies | ACCOUNTABLE TO: Varies | JOB FAMILY: Administrative - Clerical | OVERTIME STATUS: Non-Exempt |

JOB SUMMARY: The Office Specialist II performs specialized office support activities both in the courtroom and standard office setting. Activities involve: creating, maintaining, processing, recording, accessing, and releasing documents, files and other information which is governed by strict laws, rules, and regulations and other duties as assigned.

DISTINGUISHING CHARACTERISTICS:

The Office Specialist II class is within the experienced specialist level of a seven-level office support classification series. The Office Specialist II class is distinguished from the Office Specialist I class based on the work performed in the courtroom or higher level clerical work assigned. The Office Specialist II class is distinguished from the Office Coordinator class which has lead or coordinating responsibility.

| DUTY NO. | ESSENTIAL DUTIES: (These duties are a representative sample: (position assignments may vary.) | BAND/ GRADE |
|-----------------|---|--------------------|
| 1. | Receives, reviews and accepts/rejects case filings and other legal documents (civil and criminal). Summarizes filings and records decisions in case management system. Responds to telephone, mail or in-person inquiries regarding hearings, court processes, records and office and/or court procedures. | B2 |
| 2. | Schedules and tracks cases for court, adjusts dockets based on staffing or capacity issues. Prepares the daily court calendar and distributes it to other law and justice partners. Maintains the Judges schedule, coordinates coverage by pro-tems. Maintains the links to virtual court and distributes them accordingly. | B2 |
| 3. | In courtroom setting, timely completes docket entries, updating case events in case management system. Coordinates with law and justice partners in advance of court to ensure that documents are received, access to virtual court is available etc. | B2 |
| 4. | In the office setting, may be required to have additional training /experience in 3 or more work assignments such as: sex offender registration, civil process, firearms background and the Public Records Act. | B2 |
| 5. | Monitors all avenues of filing of documents to ensure they are timely processed, which involves reviewing the documents, docketing it and deciding the appropriate course of action based on the content of the filing. Disposes cases after court involving the transmission of documents to other law and justice agencies. | B2 |
| 6. | Audits data enter in case management system by reviewing specifically defined reports. Makes corrections and/or researches issues. | B2 |
| 7. | In the courtroom setting, functions as the bailiff for the selected jury. Provides necessary information about the jury trial process. Responds to question and/or needs of the jury. Ensures that the jurors are safeguarded from influence or contact while the trial is in progress. | A1 |
| 8. | Provides customer service, responds to questions regarding hearings, court processes, records and office and/or court procedures. | A1 |
| 9. | Performs other duties as required including work assigned to lower classification | A1 |

Knowledge of: (position requirements at entry):

Knowledge of:

- WA State court functions and processes;

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- Grammar, spelling and punctuation; file maintenance techniques;
- Customer service techniques;
- Terminology, and basic procedures in area of assignment;
- Office practices and procedures.
- Use of software programs used in applicable work assignment.

Skills (position requirements at entry):

Skill in:

- Creating and maintaining file systems;
- Applying customer service techniques;
- Preparing technical reports; paying attention to detail and accuracy;
- Performing basic mathematical calculations;
- Using office equipment such as phones, copiers, calculators and fax machines;
- Using computer and related software applications;
- Establishing and maintaining effective interpersonal relationships at all organizational levels and with the public;
- Communication, both oral and written, sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

High School Diploma or General Equivalency Diploma (GED) and four years general office or specialty experience or the equivalent combination of education and experience which provides knowledge, skills and abilities sufficient to successfully perform the essential duties of the job. Some positions may require additional experience in the courtroom or as a lead worker.

Licensing Requirements (position requirements at entry):

Some positions may require a valid US Driver's license;

Successful completion of a criminal and / or general employment verification;

Successful completion of specialty training and/or possession of specialty related certification is required within six months of appointment. This may include one or more certifications such as:

- NCIC (National Criminal Information Center) Certification;
- Law and Justice Academy Certification;
- Notary Public

Working Conditions: Position may have the potential exposure to the following:

Environment: Pathogen exposure work in locked down facilities, exposure to hostile/angry individuals, work outside of standard business hours and multiple work locations;

Physical Demands: bending, carrying, handling, lifting, reaching, sitting, standing, walking, fingering, balancing, climbing, crawling, crouching, kneeling, hearing, smelling, talking, visual acuity.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting, most of the time.

Intellectual Demands: ability to multitask, confidentiality, ability to work under pressure, ability to articulate and communicate in conversations, ability to follow written and verbal instruction.

Classification History: New: 11/29/222