



51ST JUDICIAL CIRCUIT COURT

JOB ANNOUNCEMENT JUDICIAL SECRETARY/JURY COORDINATOR

Seeking to fill immediate opening for judicial secretary/jury coordinator. The successful applicant will demonstrate high energy and a positive outlook; a dedicated and detail-oriented work ethic; flexibility and a willingness to learn new skills and methods; and the ability to take initiative and to work both independently and as a team player to facilitate office operations.

Description

- Hourly position, 35 hours per week, under direct supervision of circuit judge.
- Secretarial duties as required by circuit judge, including but not limited to typing correspondence, notices, opinions, and orders.
- Clerical duties, including but not limited to maintaining supplies, vouchering invoices, and tracking collections.
- Jury coordinator duties, including but not limited to meeting with jury board, mailing questionnaires and summonses, and prepping for and assisting at trials as needed.

Minimum Qualifications

- Successful completion of paralegal course of study or at least one year of clerical experience in a court or law office.
- Basic computer literacy and familiarity with MS Office suite of software programs and operation of standard office machines.
- Ability to effectively communicate orally and in writing.
- Organizational skills to prioritize workload and maintain focus in busy office environment.

Preferred Skills and Experience

- Two or more years' experience in a court or law office.
- Advanced computer literacy and proficiency with MS Office suite of software programs.
- Familiarity with JIS TCS case management system.

Email cover letter, résumé, and three references to the circuit court administrator, Marsha Longcore, at mlongcore@masoncounty.net. Mason County personnel policy and wage schedule and can be found at www.masoncounty.net. Applications accepted until position is filled. Preliminary interviews commencing August 2, 2021.