City of Aberdeen and Aberdeen Municipal Court

Assistant Court Administrator

Applicant's Name:

Do you have a high school degree or GED? ☐ Yes ☐ No

Do you have at least a two year college degree? ☐ Yes ☐ No

Do you have at least a two years of full-time court administration experience? ☐ Yes ☐ No

If yes, please identify the employer(s) and your responsibilities

Do you have at least a four years of full-time court clerk experience? ☐ Yes ☐ No

If yes, please identify the employer(s) and your responsibilities

Have you taken advanced or continuing education courses in criminal justice or legal assistant preparation? ☐ Yes ☐ No

If yes, please identify the courses and # of credits (if applicable)

Are you bilingual? ☐ Yes ☐ No

If yes, please identify the language(s) in which you are fluent.

Are you certified by the State of Washington as an interpreter? ☐ Yes ☐ No

If yes, please identify the language(s) in which you are certified.

On a scale of 1 to 5 using the following definitions, please identify your level of skill in each of the following areas:

1 I have very little or no experience, training or education in performing this task.
2. I have had education or training on this task, but I have little or no experience performing this task on the job.
3. I have performed this task on the job but my work on this task was monitored closely by a supervisor or senior employee.
4. I have performed this task as a regular part of a job. I have performed it independently and typically without close review by a supervisor or senior employee.
5. I am recognized by my peers as highly competent in performing this task. Because of my recognized expertise, I have supervised performance of this task and/ or I am consulted by others who are assigned this role to assist them in performing this task.

Use only one number for each answer. You may use the same number for more than one answer.

Microsoft Word		Performing data entry in the Judicial Information System (JIS)	
Writing correspondence			
Providing customer service in person		Processing treatment reports	
Providing customer service via telephone		Coordinating jury panels	
		Working in the court room	
Maintaining confidentiality		Maintaining paper files	
Prioritizing work		Handling interruptions at work	
Keeping organized		Maintaining a positive attitude	
Juggling multiple priorities			

In the space provided below, please describe your experience working in a court room environment. Include in your answer your role, the functions(s) you performed and your approach to the work.

In the space provided below, please describe what you believe to be your role as an Assistant Court Administrator.

In the space provided below, please describe your approach toward customer service.

In the space provided below, please describe your experience working with the Washington Judicial Information System (JIS).