



EMPLOYMENT OPPORTUNITY

- This recruitment is available only to Thurston County employees and individuals on the recall/rehire list.
- This recruitment is open to the public.

POSITION TITLE: Civil Court Clerk	DEPARTMENT: District Court
CLOSING DATE: June 21, 2013, 5 p.m.	POSITION #: 0133-07-R-01240
SALARY RANGE: \$3,375 - \$4,489 / month	FTE: 1.0
EMPLOYMENT TYPE: Regular Full-Time	ELIGIBLE FOR BENEFITS: YES
CONTACT PERSON: Theresa Ewing, District Court Administrator	PHONE #: (360) 786-5225
UNION: YES	

SUMMARY OF DUTIES:

Responsible for the initial filing of civil and small claim cases and other legal documents. Verifies that the jurisdiction and venue are correct, signatures are affixed and the proper filing fee received. Enters cases into the statewide computer system. Prepares folders and files documents. Processes all documents filed with the court by making appropriate docket entries in the computer system and by taking action on the issues indicated. Collects payments for filing fees, records the transactions in the computer system, issues receipts and balances daily funds received. Disburses garnishment funds by reviewing the case and determining that the proper orders have been filed, by recording the transaction in the computer system and distributing the monies. Provides information at the counter and on the telephone, researching cases, explaining procedures and assisting in problem resolution. Calendars civil and small claim cases in the computer, coordinates trial times and issues hearing notices. Prints the computer-generated calendars and dockets, assembles the files and ensures that the record is ready for court. Staffs District Court civil courtrooms keeping detailed records of proceedings, processing orders of the court, marking exhibits, monitoring an electronic recorder and maintaining a recording log. Records case dispositions in the computer. Monitors cases eligible for dismissal by printing a computer report, verifying the status of cases, providing notice to the parties, presenting dismissal orders and recording the dispositions. Responsible for the retention and return of civil case exhibits, the maintenance and erasure of court proceeding tapes and the preservation of civil case records until destruction. Initiates correspondence, prepares transcripts and forwards abstracts of judgment to the Department of Licensing. Prepares and transmits the court record on appeal verifying that case information is accurate and the appeal is filed in a timely manner. Enters statistical data in the computer for inclusion in reports to the Office of the Administrator for the Courts. Assists administration in implementing legislative changes, in developing civil and small claim procedures and training staff. Staffs the District Court criminal and traffic courtrooms keeping detailed records of proceedings, processing orders of the court, marking exhibits and maintaining a recording log. Performs the duties of Court Clerk I as needed. Performs other duties as assigned.

QUALIFICATIONS:

High School Diploma or GED. One year of college level courses in a law related field is preferred.

Three years of progressively responsible office experience in a court or legal setting.

Ability to type 55 wpm.

Ability to use word processing or computer equipment and programs is required.

SELECTION PROCESS:

To be considered for this position, please submit the following:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Application | <input checked="" type="checkbox"/> Letter of Interest |
| <input type="checkbox"/> Supplemental Questionnaire | <input checked="" type="checkbox"/> Resume |
| <input type="checkbox"/> Disclosure Form | |

Submit application package to: Thurston County Information Desk, 2000 Lakeridge Dr. SW, Olympia, WA 98502. Application package must be received by 5 p.m. on the closing date listed above. Postmarks will not be accepted. Electronically submitted application packages will not be accepted.

APPLICATION INSTRUCTIONS:

A separate application must be fully completed for EACH POSITION for which you are applying. Resumes may be used to supplement an application, but may not be used in lieu of completing the application form. Copies of applications will be accepted only with an original signature. If a supplemental questionnaire is required, it must be submitted with your Thurston County application by the closing date. Applications are available online at www.co.thurston.wa.us. Applicants selected for interviews and/or testing will normally be called or otherwise notified within two weeks following the closing date on the employment bulletin. If you do not receive notification during this time period, you should assume you were not selected to be interviewed and will not be considered further for this position. Due to the large number of applicants for most positions, unsuccessful applicants are generally not notified.