

## EMPLOYMENT OPPORTUNITY



**POSITION:** Court Clerk II  
**DATE OPEN:** July 8, 2013  
**DATE CLOSED:** July 19, 2013  
**SALARY RANGE:** \$3526.00 – \$4406.00

[Click here for further information](#)

### GENERAL INFORMATION:

This position supports the Sumner Municipal Court by performing a variety of routine and complex administrative work.

### EXAMPLES OF GENERAL DUTIES:

- Provides accurate information, customer service and assistance by phone, in person and written correspondence to customers.
- Assists and effectively deals with distressed citizens.
- Prepares and processes court calendars and judicial assistance in the courtroom.
- Maintains confidentiality and abides by the Code of Judicial Conduct.
- Provides screening services to determine eligibility for public defense.
- Accurately inputs case information and data into JIS including case settings, processing summons, subpoenas, warrants and other court orders.
- Processes and receipts bail money, fines and court costs, and monitors payments taking appropriate action for delinquent payments in accordance with court policy.
- Schedules Interpreters, summons jurors, and jury management.
- Monitors cases for compliance with court orders.
- Processes passport applications.

### Requirements:

- High School graduate or equivalency
- At least two years court clerk experience.
- Ability to type at least 40 words per minute.
- Previous experience that demonstrates ability to work both independently and with others as part of a team.
- Strong problem solving skills.
- Excellent oral and written communication skills.
- Work background demonstrating expedient and effective customer service.
- Must possess a valid driver's license and have a safe driving record.
- Must be at least 18 years of age with proof of United States Citizenship in order to process Passport Applications.

**TO APPLY:** Submit a formal CITY OF SUMNER application (required) and a letter of interest to:

**CITY OF SUMNER  
HUMAN RESOURCES DEPARTMENT  
1104 MAPLE STREET, Ste 200  
SUMNER, WASHINGTON 98390**

**APPLICATIONS MAY BE OBTAINED AT CITY HALL OR ON THE INTERNET AT:**  
[www.ci.sumner.wa.us](http://www.ci.sumner.wa.us)

THE CITY OF SUMNER IS AN EQUAL OPPORTUNITY EMPLOYER