Deputy Court Clerk

The City of Cheney Municipal Court is seeking a part-time (.80 FTE) Deputy Court Clerk.
Full-Time Salary Range: $ 3233- $4190/mo
Application deadline is November 25, 2013 at 5:00 PM

DEFINITION

Deputy Clerk of the Court is a non-union, non-exempt position. The regular work schedule is Monday through Friday, 8:00am to 5:00pm. Required attendance at evening meetings or events may occur.

GENERAL PURPOSE:

Under the direction of the Court Administrator, the Deputy Clerk performs a variety of routine and complex administrative work in support of the Court Clerk's Office and assists the judge in the courtroom during court sessions.

SUPERVISION:

Works under the general supervision of the Court Administrator, and full supervision of the Presiding Judge.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

- Provides accurate information, customer service and assistance by phone, in person and by written correspondence.
- Effectively assists distressed persons.
- Prepares and processes court calendars, hearing notices, warrants, summons, subpoenas, and court orders.
- Receipts money for bail, fines, forfeitures, and court costs.
- Manages and assigns time payment accounts.
- Monitors and manages delinquent accounts.
- Schedules interpreters.
- Schedules jail transport for inmates.
- Provides screening services for public defense eligibility.
- Acting Bailiff during weekly court proceedings.
- Liaison during court proceedings between the judge and lawyers, law enforcement and the public.
- Responsible for securing the courtroom and evidence during breaks.

QUALIFICATIONS

- Bachelor's Degree in related field and two years' experience in a court or legal office. May substitute experience for educational requirement.
- Must be efficient in all facets of basic clerical skills including but not limited to keyboarding at 40 words per minutes, cash handling, office equipment, and Microsoft office software.
- Previous experience that demonstrates effective customer service.
- Able to work independently and as part of a team.
- Above average ability to deliver quality customer service while dealing with difficult people.
- Excellent oral and written communication.
- Good command of the English language.
- Must possess a valid driver's license and have a safe driving record.
- Must be at least 18 years of age.

JOB LOCATION

The job is performed in the clerk's office and the adjacent courtroom at 611 2nd St, Cheney, WA 99004.

APPLICATION PROCEDURE

A City of Cheney employment application may be downloaded at www.cityofcheney.org or by calling the Mayor's Office at 509-498-9203 to have an application sent to you. A complete application packet includes the City of Cheney Application, resume, and cover letter. Applicants failing to submit a complete application packet will not be considered for the position.

Selection Process

Applicants with the strongest backgrounds (including depth and length of experience) related to the responsibilities of the position may be invited to participate in an interview which will include a clerical skills exercise.

Due to the confidential nature and demands of the position, appointment is contingent upon passing a background check and may include a pre-employment examination and a pre-employment drug screening test.

If you have any questions regarding this position, please contact Human Resources at (509) 498-9255.