

COURT CLERK I or II (DOQ)

Posting #13-37

MASON COUNTY EMPLOYMENT OPPORTUNITY

Opening Date: November 26, 2013

Closing Date: December 18, 2013

Department: District Court

Monthly Salary: \$2,264 - \$3,125

Job Summary

Performs a wide variety of clerical support for District Court activities.

Examples of Duties

Processes case files; assists public with inquiries and explaining court procedures; performs data entry and retrieves a variety of data, collects money from public and provides receipts; processes warrants, subpoenas, citations, etc.; types letters and reports, and performs other duties as assigned.

Minimum Requirements

High school graduate or GED and one year of office support experience for level I preferably in a court or legal office. The level II requires one year experience as a Court Clerk I or equivalent. Must possess the knowledge of court related documents, procedures, and terminology. Ability to operate standard office equipment and computer with good typing speed and accuracy, knowledge of general office procedures and basic math concepts. Ability to work under pressure to meet deadlines and follow written and oral instructions. Ability to establish and maintain a variety of files. Must have good public relations skills and effective oral and written communication skills.

Application & Selection Process

Applicants are required to submit a Mason County Application. The completed application may include additional pages of employment history using the application format, and a resume may be attached. The completed application will be used as the primary document to determine if minimum qualifications are met for this recruitment. Misrepresentation, incomplete, or inaccurate entries may be the cause of application rejection, removal from the employment list, or discharge from county service. Applicants will be screened base upon education and experience, and the top candidates will be scheduled for interviews. Selection factors will include demonstrated knowledge and abilities for the particular position. **Only candidates selected for interviews will be notified of final selection.** Please read the reverse side for additional information. *This selection process may be subject to change.*

Submit Applications to:

Mason County Human Resource Department

411 North Fifth Street, Shelton, WA 98584 (360) 427-9670 Ext 268

Equal Opportunity - Affirmative Action Employer

Drug-free Work Environment

This information does not constitute an expressed or implied contract or offer of employment. Any provision contained herein may be modified and/or revoked without notice.

Application Instructions – Carefully read the posting and note the minimum qualifications and the selection process. Please indicate all relevant education and experience on the application. A County application is always required and is utilized as the primary document to determine if the applicant meets the minimum qualifications. Resumes can be included as a supplement but cannot be used in lieu of completing the application. Applications must be entirely completed, and “see resume” will not be acceptable. Applicants applying for more than one position must complete a separate application for each position. Applications must be signed and dated, and returned to the Human Resources Department by 5:00 p.m. on or before the closing date. Completed applications should be submitted or mailed to: Mason County Human Resources Bldg I, 411 North Fifth Street, Shelton, WA 98584. Mailed applications must be postmarked no later than the closing date. Additional materials will not be accepted after the closing date (with exception to mailed applications/material with postmark by the closing date). Applicants should keep a copy of their completed application and any supplemental pages because they will not be returned nor copied after receipt. **Only original applications are accepted (faxes or e-mail versions are not acceptable).**

Eligibility List – This registry may be used by Mason County for any similar openings which occur within the next six months. However applicants must submit another application to be considered for future openings which are posted and advertised.

Applicant Qualifications – All candidates must meet minimum requirements. Often, the most competitive applicants will possess qualifications far exceeding the required minimum. If a large number of applications are received, only the most qualified applicants will be involved in the selection process.

Authorization to Work – Successful candidates must present documentation proving authorization to work in the United States (as required by federal law).

Union Affiliation – Joining a union may be a condition of employment for some positions pursuant to the exception as noted in RCW 41.56.122(1) and any other rights afforded by law.

Work Environment – Mason County maintains a drug-free work environment and prohibits smoking in all County buildings.

“At-will” Positions – Some positions are considered “at-will” or at the pleasure of the employer. Therefore, the County does not need to establish “just cause” or “cause” to terminate the employment relationship. However the County cannot discriminate an employee in conjunction with his/her termination.

Affirmative Action/Equal Employment Opportunity – Mason County is an equal opportunity employer committed to fair employment practices without regard to race, color, religion, creed, sex, age, marital status, national origin, veteran services, or individuals with disabilities.

Accommodation – Applicants with a disability requiring accommodation during the selection process should notify the Human Resources Department at (360) 427-9670 Ext. 268.

Health Insurance – Regular full-time employees and their qualifying dependents are eligible for medical, dental, vision, and life insurance coverage. Some regular part-time employees may receive the same coverage. Employees may partially contribute premiums depending upon the type of coverage selected.

Paid Leave – Sick leave, holidays, and vacation are provided in accordance with the County policy or union contracts. Vacation accrual rates increase at regular intervals based on length of service with the County.

Retirement Plan – All regular Mason County employees are enrolled in the Washington State Public Employee’s Retirement System (PERS, PSERS or LEOFF). The County and employees contribute jointly to the plans.