

Des Moines Municipal Court

Court Clerk – Full Time Position

30 Hours a week for the first 90 days

Salary Range \$3,609 - \$4,386

Hourly rate \$20.82 - \$25.30

Bargaining Unit: Non Represented

To apply for an available position go to www.desmoineswa.gov, you must apply [online](#) or fill out and print an [application](#) form. Submit your completed application and supplemental questionnaire, along with a resume and cover letter telling us why you are qualified for the position to:

City of Des Moines

Attn: Human Resources

21630 11th Ave. South, Suite A

Des Moines, WA 98198

www.desmoineswa.gov

Closing Date: Friday, December 20, 2013 at 4:00 PM

Nature of the work

Under direct supervision of the Judge, Court Administrator, Lead Court Clerk, the Court Clerk provides reception and clerical support to the Municipal Court and serves as the in-court clerk during court proceedings.

The Court Clerk provides reception and clerical support to the Des Moines Municipal Court and serves as the in-court clerk during court proceedings. Duties include setting cases for court hearings, receipting money for fines, posting bail, establishing time payments, entering citations, filing documents, responding to telephone and counter inquires, preparing and printing warrants and hearing notices, and issuing subpoenas. In-court duties include recording court proceedings, maintaining a recording log, docketing court proceedings, and directing and accommodating jurors

Job Duties and Responsibilities

- Sets cases for various types of hearings including arraignment, pretrial, bench

trials, motions, reviews, sentencing, mitigation, contested and show cause hearings. *

- Responds to telephone and counter inquiries to the general public and attorneys, sorts and routes documents that may initiate correspondence responding to court related inquiry or requested information. *
- Prepares case files for court sessions and insure appropriate documentation is in the file. *
- Performs in-court duties which include: open court; record court proceedings, maintain recording logs, docket court proceedings, mark exhibits, and processes order of the court; performs court clerk duties during jury trials; directs and accommodates jurors. *
- Keeps accurate and complete records; prepares subpoenas, and any other legal documents as ordered by the court, this function may require docket entries. *
- Responds to requests for information from prosecutors, law enforcement agencies, and attorneys. *
- Operates a computer terminal entering civil, criminal, investigation citations, updating and retrieving and processing computer data from the DISCIS system. *
- Prepares the Jail calendar which includes; ordering transport, preparing the court calendar, and King County Regional Justice Center. *
- Receives payments of court fines, bail, penalty, assessments and fees, records and receives payments according to court procedures; sends collection notices. *
- Arranges for time-payments for fines, monitors payments and takes appropriate action for delinquent payments in accordance with court policy. *
- Maintains warrant control: issue, recall, process and purge warrants. *
- Assists in the scheduling and coordinating of jury trials, summons and notify Defendant's, attorneys, victims in domestic violence cases. *
- Assists, on request, Des Moines Police department officer for a defendant traffic school class for defendants. *
- Sets/reviews case review report, including treatment agencies, for cases that are assigned tracking, verifying defendant is in compliance. If not in compliance, sets cases for review. *
- Processes and distributes all incoming US Mail or interoffice mail. *
- Audits criminal/infraction files once a year. *
- Maintains Failure to Appear (FTA) records; issues the FTA, adjudicates and purges when necessary. *
- Maintain No Contact Order (NCO) records; issues the NCO, recalls and processes expired NCO's. *
- Processes all paperwork received from judge, prosecutor, defense counsel, police department, corrections facility, treatment agencies and the public. Takes action using the appropriate court procedures and jurisdictional time lines. Makes all accurate and appropriate docket entries. *
- Processes correspondence from defendants which requires identifying the issue,

research the request, referring to the judge, responding to defendant and making all appropriate docket entries.*

- Tracks custody of prisoners awaiting hearings, maintain and track jail commitments and releases. Processes all in-custody letters and PCN orders.*
 - Files all closed, FTA, deferrals, mitigation, contested and new infractions.*
 - Processes all appeals.*
 - Processes all paperwork for Bankruptcy Court.*
 - Sends juror notices once a month. *
 - Tracks mitigation/contested/deferrals processed by mail; , reviews compliance and non compliance, sends notices and prepares mitigation/contested by mail calendar.*
 - Receives daily deposits from other City Departments and prepare the daily deposits for pick-up.*
 - Assists in coordinating in-custody transports from other jurisdictions to the Court, i.e. Yakima Jail, Fife jail, Renton Jail, Auburn Jail, Okanogan, Jail, Chelan County Jail, RJC and King County Jail.*
 - Processes all Normandy Park cases.*
 - Other duties as assigned*
- * = Essential Functions

Minimum Qualifications

Necessary Knowledge, Abilities and Skills:

- Knowledge of court rules, policies, procedures, and regulations.
- Maintain cooperative and effective working relationships with co-workers and other agency staff and professionals;
- Coordinate varied demands and cope with stress and disturbing situations;
- Read, comprehend, speak and write English;
- Organize, prioritize and coordinate multiple tasks to ensure efficient work flow;
- Interact with public in a positive tactful manner in stressful, emotionally-charged situations
- Possess the ability to maintain confidentiality;
- Accurately maintain files and dockets;
- Communicate effectively, both verbally and in writing;
- Know and understand traffic and criminal law and procedures;
- Reliable and punctual with good work attendance record;
- Team player with strong work ethics;
- Knowledge of Word, Excel, DISCIS & a web based software computer system strongly preferred.

Education and Experience:

- High school diploma or GED.
- A minimum of four years' office experience with a minimum of three years of court-related clerical experience, or equivalent, relevant work experience.

- Knowledge of Word, Excel, DISCIS & a web based software computer system strongly preferred

Special Requirements

- Maintain a valid Washington State driver's license with good driving record.

Working Conditions:

Work is performed primarily in office and courtroom settings. Frequent exposure to individuals who may be distraught, violent or abusive. Hand-eye coordination and fine manipulation skills are necessary to operate computers and a variety of office machinery. The position also requires the ability to speak and hear to exchange information, the ability to sit for extended periods of time, and the ability to bend and stretch to retrieve and maintain files and records.

These examples are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Court Clerk Supplemental Questionnaire

1. Which best describes your experience working in the courtroom?
 - a) I have no courtroom experience
 - b) I have less than 2 years courtroom experience
 - c) I have more than 2 years courtroom experience
2. Do you have any experience working with photo enforcement and their software?
 - a) I have no experience working with photo enforcement
 - b) I have less than 2 years working with photo enforcement
 - c) I have more than 2 years working with photo enforcement
3. What is your level of experience with DISCIS or the Judicial Information System JIS?
 - a) I have no experience
 - b) I have less than 2 years experience
 - c) I have more than 2 years experience
4. Which best describes your customer service experience, while working for a court or legal setting?
 - a) I have no customer service experience
 - b) I limited customer service experience
 - c) I have three years or more customer service experience
5. Have you ever worked in a jail as court clerk for video court?
 - a) I have never worked in a jail
 - b) I have less than 2 years experience working in a jail
 - c) I have more than 2 years experience working in a jail