

Job Title: District Court Clerk

Opening Date/Time: Tue. 12/31/13 12:00 AM Pacific Time

Closing Date/Time: Mon. 01/13/14 4:30 PM Pacific Time

Salary: \$20.95 - \$26.59 Hourly
\$43,576.00 - \$55,307.20 Annually

Job Type: Career Service, Full Time, 40 hrs/week

Location: Multiple locations in King County, Washington

Department: King County District Court

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Summary | **Benefits** | **Supplemental Questions**

Scope of Responsibility:

King County District Court is seeking applicants for current and future Court Clerk positions. Court Clerks perform technical work and provide clerical support for the operation of the court, and work under the direction of the assigned Court Director or designee.

Court Clerks must provide outstanding customer service during stressful situations; must be comfortable interacting with Judges, attorneys and executive level management on a daily basis; must be committed to continuous learning; and must be able to thrive in a fast paced environment.

District Court Clerks are expected to learn all functions of the Court Clerk position, which include but are not limited to: accurately filing of criminal, traffic, civil, small claims, domestic violence, name changes, and anti-harassment matters; completing accounting and data entry duties; learning and applying legal terminology; preparing documents and procedures in addition to general clerical competencies; maintaining electronic court files; preparing warrants, subpoenas, and calendars; entering all cases filed into the computer; and recording courtroom proceedings.

King County District Court Profile: King County District Court is the largest court of limited jurisdiction in the State of Washington and is currently responsible for processing approximately 250,000 matters per year. The Court is a leader in many areas involving public safety and access to justice, including the use of problem solving courts, jail alternative programs, technology and judge-managed probation services. Thirteen cities contract with King County for judicial services that are provided by the Court. The Court is administered by the Chief Administrative Officer and the Leadership Team who are all committed to excellence. King County District Court takes pride in providing quality public service in a cost-effective and efficient manner.

Who may apply: This position is open to all qualified applicants. Candidates who are fluent in speaking Spanish are encouraged to apply.

Work schedule: This is a full time, benefit-eligible position, working a 40 hour work week.

Work location: This recruitment will be used to fill current and future positions located

any one of the King County District Court locations which include: Seattle, Shoreline, Redmond, Bellevue, Issaquah, Burien, MRJC (Kent), and Auburn.

Additional materials required: please attach (1) a Resume, and (2) a Letter of Interest that describes how you meet or exceed the requirements of this position.

NOTE: Complete all sections of the application and include all required materials. Failure to do so may result in the rejection of your application. Statements such as "see resume" do no substitute for completing or submitting any portions of the application.

Job Duties:

- Process criminal, traffic, civil, small claims, petitions for domestic violence, name changes and anti-harassment orders from filing to final disposition.
- Process payments of court fines and bail/bonds. Record and receipt payments according to established court procedures.
- Accurately and completely enter, update, retrieve, prepare and process court related documents using the court computer system (DISCIS).
- Maintain court documents in the court's electronic records system.
- Accurately schedule cases, notify necessary parties and prepare court calendars using approved forms.
- Effectively coordinate courtroom proceedings. Record all hearings, maintain court dockets, chart and maintain exhibits and process orders of the court. Maintain equipment, certifications and recordings of all proceedings.
- Respond to inquiries from the general public, attorneys, police and other agencies both verbally and in writing.
- Perform special projects and assignments as developed and required by supervisor(s).
- Perform other court duties as assigned.

Experience, Qualifications, Knowledge, Skills:

- Two years prior clerical experience.
- 40 wpm keyboarding proficiency.
- Possess excellent customer service skills and the ability to maintain poise and composure under pressure, recognizing this is a public service position.
- Possess the ability to work in a fast-paced, ever changing work environment.
- Comfortable working with Judges, attorneys, and upper level management on a daily basis.
- Commitment to continuous learning.
- Ability to effectively work in a culturally diverse environment.
- Ability to effectively communicate a wide variety of information.

- Skilled in organization, follow through and must be detail oriented.
- Knowledge of general accounting functions to process payments of court fines and bail/bonds, record and receipt payments according to established court procedures.
- Knowledge of general office practices, procedures and equipment.

Supplemental Information:

Special requirements: Union membership is required within 30 days of employment.

Preferred Knowledge, Skills and Abilities: Fluency in speaking Spanish.

Selection process:

Application materials will be screened for relevant experience, qualifications, knowledge and skills, and the most competitive candidates will be invited for further testing and possible interviews.

Any employment offer will be contingent upon the results of a criminal background investigation and fingerprinting.

If you have questions regarding this position, please call Aaron Moe at 206.477.3259.