

# Issaquah Municipal Court - Municipal Court Clerk

Minimum Salary: **\$3,711.00 per month**

Maximum Salary: **\$4,975.00 per month**

Posted Date: **February 03, 2014**

Closes: **February 21, 2014** (Open to current employees and the general public.)

<https://apply.govjobstoday.com/JobAnnouncement.aspx?jid=3433>

## Summary

Under the direction of the Municipal Court Administrator, the Court Clerk performs a variety of technical record-keeping and clerical duties in support of the Municipal Court; process forms, orders and documentation for court cases from origin to final disposition; and provides court related information to the public.

## ESSENTIAL JOB FUNCTIONS

- Enter all cases (criminal citations, traffic infractions and parking tickets) into Judicial Information System (JIS), which requires verifying personal identification information.
- Set cases within jurisdictional time frames for various types of hearings including arraignment, pretrial, trial, review, mitigation, contested, show cause and motions.
- Notify all parties related to case. Issue summons, subpoenas and hearing notices for all scheduled court dates. Process continuance requests and notify parties involved; make accurate and appropriate docket entries.
- Process all paperwork received from prosecutor, defense counsel, police department, correction facility, treatment agencies and the public. Take action using the appropriate court procedures mindful of speedy trial and jurisdictional time lines. Make all accurate and appropriate docket entries.
- Process correspondence from defendants which required identifying the issue, researching the request, referring to the judge, responding to defendant and making all appropriate docket entries.
- Prepare courtroom calendars and case files for all court sessions and insure appropriate documentation is in file.
- Ensure readiness for court proceedings. Prepare courtroom with appropriate legal forms, tapes, equipment, etc.
- Serve as Court Clerk while court is in session, record and document proceedings. Maintain recording equipment, mark exhibits, process all court-generated paperwork, assist and accommodate jurors during jury trials. Make required docket entries with absolute accuracy.
- Prioritize and prepare in-custody calendar. Verify all appropriate paperwork has been filed with the Court to ensure procedures have been followed, thereby reducing court liability. Process all related paperwork, set court hearings and notify all parties.
- Serve as Court Clerk for in-custody calendar. Make required docket entries with absolute accuracy. Process all court-generated paperwork and ensure all documents are signed and served on defendants in person at correction facility.

- Coordinate in custody transports from other jurisdictions to Issaquah Jail Facility and/or Municipal Court and notify all parties involved.
- Maintain warrant control, which includes: issue, recall, process and purge warrants. Maintain Failure to Appear (FTA) control, which includes: order, issue, adjudicate and purge as appropriate.
- Under the direction of the Judge and/or Court Administrator serve as Probation Clerk. Review and evaluate all cases to assist Judge in determining and disposing of continued, suspended or deferred sentences. Review compliance and non-compliance, take appropriate action per court procedures and make all necessary docket entries.
- Refer all cases to proper agency for pre and post sentence interview.
- Process all in coming monies (fines, penalties and bail) by receipting in JIS.
- Create accounts receivable and set payment agreements in accordance with court procedures and jurisdiction. Monitor payments and take appropriate action for delinquent accounts in accordance with court procedures. Contact collection agency when appropriate to assign or remove cases.
- Respond to all telephone and in person inquiries by providing appropriate correspondence or documentation. Communicate a wide variety of information to the public regarding court functions and procedures. Make appropriate docket entries on all received telephone calls and in-person inquiries.

## **QUALIFICATIONS**

- High School diploma or equivalent
- Three years of general clerical experience working in a district or municipal court, or any combination of relevant education and experience which would demonstrate the individual's knowledge, skill and ability to perform the essential job functions listed above.
- Valid Washington State Driver's License.

## **KNOWLEDGE AND ABILITIES**

- Courtroom policies, procedures and practices.
  - Legal forms, documents and terminology.
  - City, County and State agencies and offices involved in court-related activities.
  - City and County, and State laws, ordinances, regulations and procedures.
  - Modern office practices, procedures and equipment.
  - Record-keeping techniques.
  - JIS- Judicial Information System
  - Operation of computer terminal and other office equipment.
  - Telephone techniques and etiquette.
  - Correct English usage, grammar, spelling, punctuation and vocabulary.
  - Interpersonal skills using tact, patience and courtesy.
  - Interact with emotionally distraught, irate and combative individuals.
- Recognize potential danger and take appropriate action to ensure safety and security.
  - Attend assigned court proceedings and document proceedings with absolute accuracy.

- Process a wide variety of legal forms and documents in compliance with established procedures, mandated timelines, and judicial direction.
- Perform a wide variety of complex and responsible court-related clerical duties accurately and efficiently.
- Work effectively with defendants and the public and provide information regarding court cases and procedures.
- Process arrest warrants accurately and in accordance with the law.
- Operate office machines and equipment including computer, typewriter, copier, and calculators.
- Communicate effectively both verbally and in writing.
- Read, interpret, apply and explain rules, regulations, policies, and procedures.
- Maintain records and prepare reports.
- Type at an acceptable rate of speed.
- Establish and maintain cooperative and effective working relationships with others.
- Work independently with little direction.
- Add, subtract, multiply and divide quickly and accurately.
- Meet schedules and time lines.
- Complete work with many interruptions.