



# Whatcom County Job Announcement



## Chief Deputy Clerk Superior Court (Recruitment Extended)

**SALARY RANGE: \$5,074 – \$6,931 / Month, DOQ**

**CLOSING DATE: April 11, 2014**

- *Are you a skilled professional with experience working within the Judicial System who has proven supervision and leadership skills?*
- *Would you enjoy the challenge of overseeing effective operations within the County Clerk's Office and Superior Courts?*
- *Do you thrive working in a fast-paced, high volume environment?*

If you answered yes to these questions and are looking for rewarding work that will have a positive impact on our community, we hope to hear about your qualifications to fill this key role in Superior Court Administration.

The Chief Deputy Clerk position oversees the effective operation of assigned areas such as supervision of courtrooms, accounting, revenue and collection, calendaring, and various other activities. Assists with the management of programs and staff in a manner that ensures expenditures remain within approved budget. Attends meetings or performs duties outside of normal office hours. Works on call as necessary and available to return to the courtroom after hours. Possibility of exposure to hostile and offensive language from the public and the risk of physical harm associated with the emotional climate of court proceedings.

**QUALIFICATIONS:** This position requires a Bachelor's degree in accounting, finance, business, public administration, criminal justice or a closely related field **AND** 4 years of progressively responsible related experience **INCLUDING** at least 2 years of supervisory experience.

**SPECIAL REQUIREMENTS:** Must have a driving record that meets County standards and possess a valid driver's license at time of hire and throughout employment. Training specific to personnel management and court procedures may be required. Completes review of all applicable Cash Handling policies within the first week of employment. Required to take the oath of Deputy Clerk. Must pass job-related tests. Criminal Justice level background check must meet County criteria. Must obtain a First Aid/CPR card within six (6) months of employment and maintain throughout employment.

**HOW TO APPLY:** Application materials are available on our website at: [www.whatcomcounty.us/jobs](http://www.whatcomcounty.us/jobs), or may be picked up in Human Resources, 311 Grand Ave, Ste. 107, Bellingham, WA 98225. We are open Monday through Friday, 8:30 a.m. to 4:30 p.m., except holidays.

**Completed applications must include the following:**

- Whatcom County Application (with original signature)
- Supplemental Application for Chief Deputy Clerk (with original signature)

**Completed applications must be received in Human Resources by 4:30 p.m. on Tuesday, March 14, 2014. Emailed or faxed application materials will not be accepted.** If you would like to request assistance with physical access or communications, or have other needs related to a disability, please contact Human Resources.

**BENEFITS:** Whatcom County offers excellent benefits, including medical, dental, and vision coverage for employees and their family, and life insurance coverage for employees. We offer attractive paid leave provisions, including vacation, sick leave, and 12 holidays per year (on average). Employees participate in Washington State's Retirement System through joint contributions with the County. Additionally, we provide an employee assistance program and tax-preferred options for employees to invest their money in deferred compensation and/or flexible spending plan for health care/dependent care.

Whatcom County checks education, experience, training, driving records, criminal history, experience and other job-related information as applicable. Applicants may be tested for job-related skills.

*Whatcom County is an Equal Opportunity Employer*

Human Resources  
(360) 676-6802

Website  
[www.whatcomcounty.us](http://www.whatcomcounty.us)

311 Grand Ave, Ste. 107  
Bellingham, WA 98225

Telecommunication  
Relay 711