



CITY OF SEATTLE

Court Clerk (FT & PT)

SALARY:	\$22.16 - \$25.78 Hourly
LOCATION:	Seattle Justice Center, 600 5th Ave., Seattle, Washington
JOB TYPE:	Classified Civil Service, Regular, Full-Time
SHIFT:	Day
DEPARTMENT:	Municipal Court of Seattle
BARGAINING UNIT:	Teamsters, Local 763 - Municipal Court
CLOSING DATE	01/20/15 04:00 PM Pacific Time

POSITION DESCRIPTION:

The Municipal Court of Seattle is one of the highest volume Courts of Limited Jurisdiction in the State of Washington with 13 judicial officers and over 200 staff. The Court operates a Mental Health Court, two Domestic Violence Courts, a Veterans Court, a Community Court, a jail arraignment court, and general trial courts.

This is a great time to join the Court, as we are transitioning away from being paper-dependent to focusing more on electronic court files. Our Court Clerks play an integral part of our courtroom team by accurately preparing the official record of the hearing's events. They work closely with our seven elected judges and six magistrates, bailiffs, defense attorneys, prosecuting attorneys, interpreters and other criminal justice partners.

We are currently accepting applications from qualified candidates who are interested in working as a Court Clerk. The Court may consider applicants from this recruitment process for other part-time and full-time Court Clerk openings that may come available within the next six months.

JOB RESPONSIBILITIES:

- Accurately record details of court proceedings entering items into a database such as: court proceeding notes, hearing information and outcomes, trial proceedings and outcomes, bail bonds, motions, dispositions, parties involved, evidence, obligations, judgment and sentence information.
- Function as procedural and operational liaison, in the courtroom, between Judges, attorneys and the public.
- Review all case files and database entries for accuracy and completeness.
- Maintain flexibility and professionalism when fulfilling responsibilities for assigned courtroom and calendars.
- Act as a team player by sharing knowledge and information on courtroom processes and procedures.
- Handle multiple tasks, including listening, writing, scheduling court dates, answering questions, entering data, and monitoring the flow and electronic record of the court proceedings.
- Cover all types of high-volume, fast-paced courtrooms either independently or as a team.
- Adjust and maintain working knowledge of changing technology.

QUALIFICATIONS:

- Equivalent of one year of experience in a court clerk or other related court operations position, which includes excellent listening skills; familiarity with legal terminology; fast-paced work environments;

conscious of and sensitive to the diversity of Court's jurisdiction; sound judgment; even-tempered; calm and professional composure with internal and external customers.

- Specialized post high school training such as legal secretary, paralegal or pre-law courses may be substituted on a month for month basis for the required experienced up to a maximum of six (6) months.
- Ability to work Monday through Saturday, and holidays, and maintain regular, reliable and punctual attendance.

ADDITIONAL INFORMATION:

DESIRED QUALIFICATIONS:

- Preference of at least two (2) years working inside a criminal courtroom as a court clerk, bailiff, or court reporter.
- Associates Degree or certification from an accredited college in Paralegal/Administration of Justice/Legal Secretary program.
- Experience and proficiency in criminal justice databases such as JIS, DISCIS, WASIC, SCOMIS or MCIS.
- Ability to type a minimum of 40 WPM.

ADDITIONAL INFORMATION AND QUESTIONS:

Job offers are contingent on the verification and credentials and other information required by the application process including completion and clearing of a background check which will detail an individual's criminal history. Within six months of appointment, applicants must complete the Washington State Patrol (WSP) Access Certification and demonstrate a competency in the use of MCIS software and databases for the Department of Licensing, WSP and other criminal justice agencies.

For more information on the Seattle Municipal Court visit: www.seattle.gov/courts. Please direct any questions to Sr. Personnel Specialist, Kristy Hulverson, at 206.233.7201.

APPLICATIONS MAY BE FILED ONLINE AT:
Job #2015-00002

<http://www.seattle.gov/jobs>
COURT CLERK (FT & PT)
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If you are unable to apply on-line you may submit a paper application by the closing date to our office.

OUR OFFICE IS LOCATED AT:
Seattle Municipal Tower
700 5th Avenue, Suite 5400
Seattle, WA 98104
206-684-8088
Careers@seattle.gov

The City of Seattle is an Equal Opportunity Employer that is committed to diversity in the workplace. Accommodations for people with disabilities are provided on request. The City is a Drug Free Workplace.

Court Clerk (FT & PT) Supplemental Questionnaire

* 1. Which Court Clerk opportunities do you want to be considered for? Check all that apply:

- ☐ Full-time positions with benefits
☐ Part-time positions with benefits

* 2. Do you possess the equivalent to one year of experience in a court clerk or other related court operations position? (Six months of relevant post high-school education may be substituted for half of the required one year of experience.)

- ☐ Yes
☐ No

3. If you held an in-courtroom position, what was the volume of cases you processed a day? Please leave

blank if not applicable. (25 character limit)

4. What qualities make you a great team player? (75 character limit)

* Required Question