

# City of Gig Harbor | COURT CLERK (MUNICIPAL)

**Salary**

\$3,855.00 - \$4,819.00 Monthly

**Location**

Gig Harbor, WA

**Job Type**

Full-time

**Job Number**

20-00018

**Apply via our recruitment website:**

[www.governmentjobs.com/careers/gigharbor](http://www.governmentjobs.com/careers/gigharbor)

**\*\* RECRUITMENT UPDATE \*\***

*Thank you for your interest in wanting to work for and serve the City of Gig Harbor. We are still accepting applications for vacant positions and will only be conducting virtual interviews while the Governors "Safe Start" orders are in effect. If you have already applied for a position or are planning on submitting your application materials, Human Resources will be contacting all applicants via email and providing updates as they become available. Thank you for your patience and understanding as we all navigate this together.*

*Stay safe and stay healthy.*

**Please Note:**

- *Salary range may change pending outcome of contract negotiations.*
- *Qualified applicants are encouraged to apply as soon as possible, applications will be reviewed on a weekly basis.*
- *First review of applications will begin on October 5, 2020.*

**POSITION OVERVIEW**

Under the supervision of the appointed Municipal Court Judge and the Court Administrator, and within the governing framework of state statutes and local ordinances, the incumbent functions within well established procedures. Performance is reviewed and evaluated by the Court Administrator. This position is responsible for administrative, clerical and accounting work in the City of Gig Harbor Municipal Court such as coordinating and organizing calendars, researching court files and records, preparing and processing documents and orders, maintaining accurate records, and performing audio, video and other automated functions. The position is responsible for supporting the operations of virtual and in-person Municipal Court proceedings. Work may be varied in nature, but follows prescribed procedures, and assignments are often repetitive. Work is advanced and specialized in Municipal Court operations requiring the exercise of independent judgment and action.

This position requires the incumbent to deal courteously, patiently and efficiently with the public, police, attorneys, supervised employees, and personnel from related agencies at all times.

The employee will act as liaison and maintain effective working relationships between the city and county jails, city attorney, law enforcement agencies, all outside agencies and the public on policy and procedural matters and court rules.

This is an excellent opportunity for someone to join the Gig Harbor Municipal Court team as they will be a pilot court for the statewide Courts of Limited Jurisdiction new case management system. This will provide a unique opportunity to make a direct impact in Municipal Court, as there will be a lot of procedural changes. You will work under the mentorship of the Court Administrator to implement these exciting changes.

### **ESSENTIAL FUNCTIONS:**

#### **DUTIES:**

- Processes traffic citations, constructs files, develops court dockets and maintains court records and warrant control.
- Monitors case dispositions for compliance with court orders.
- Receives, logs, and indexes incoming filings, citations, and complaints.
- Processes juror subpoenas and supervises juror response and service.
- Assists the public by checking records and files for requested information.
- Receipts and disburses payments, sets up time payment accounts, prepares deposits and maintains accurate accounting for all funds collected, processed and disbursed.
- Takes appropriate action for delinquent payments.
- Reconciles monthly bank statement, transaction journal and trust account preparation, and submittal of monthly caseload statistical report.
- Receive and evaluate all probation reports and schedule hearing or refer to Judge accordingly; review compliance and non-compliance reports from treatment agencies, take appropriate action per court procedures, and make all necessary docket entries; refer violation reports to prosecutor and issue summonses as needed.
- Monitor cases for completion of court ordered conditions.
- Performs audio and video functions.
- Follows courtroom procedures and instructions to maintain smooth and routine court.
- Respond to and resolve daily questions and issues referred by peers, other court clerks and the general public.
- Crosstrain other court clerks and assigned duties.
- May assist Municipal Court judge during trials; may act as bailiff, jury manager, docketing all procedures, preparing notices of case settings; setting trials, notifying officers, subpoenas witnesses, prepares agency referrals, sets follow-up hearings, notifies appropriate agencies, and supervises probation activities.
- Performs other duties as required at the direction of the designated supervisor.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of business English, spelling, punctuation, arithmetic, office practices, procedures and use of standard office machines.
- Knowledge of applications, functions, rules, and procedures of the court.

- Knowledge of civil and criminal law and terminology.
- Knowledge of cultural diversity awareness.
- Knowledge of community resources.
- Knowledge of dynamics of domestic violence and anti-harassment.
- Ability to make routine mathematical computations and tabulations accurately and with reasonable speed.
- Ability to learn assigned tasks readily within a reasonable training period and to adhere to prescribed routines.
- Skill and ability to communicate and deal effectively with other employees and the public both orally and in writing.
- Ability to understand and carry out oral and written instructions.
- Ability and knowledge of computer operating systems with experience in operating personal computers and various software.
- Skill in handling sensitive and crisis situations.
- Skill in problem solving.
- Skill in functioning well under time pressure and deadlines.
- Skill in handling several tasks simultaneously.
- Skill in prioritizing tasks.
- Skill in maintaining confidentiality of sensitive matters.
- May be expected to be able to fill in for the Municipal Court Administrator as necessary.

#### **PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

*(The physical demands described are representative of those that must be met by the employee to successfully perform the essential functions of this job. The City of Gig Harbor provides reasonable accommodation to enable individuals with disabilities to perform the essential functions.)*

While performing the duties of this job, the incumbent is required to:

- (CONTINUOUS) seeing, talking, hearing and manual dexterity.
- (FREQUENT) sitting for long periods of time, walking, standing, grasping, keyboarding and repetitive motion of hands/wrists.
- (OCCASIONAL) kneeling, stooping, reaching, bending, crouching, twisting and squatting.
- Requires occasional lifting, pushing, pulling and carrying objects weighing up to 10 pounds and, occasionally, up to 25 pounds.
- Majority of work is performed indoors under office-type conditions.
- Some local traveling may be required.
- Exposure to adverse weather conditions is minimal.

#### **QUALIFICATIONS**

##### **MINIMUM QUALIFICATIONS:**

- High School Diploma or GED equivalent; AND
- Proficiency in Microsoft Office Suite: Excel, Word, Outlook; AND
- At least two (2) years of progressively responsible experience in legal support, legal secretary, court clerk or closely related experience; AND
- Must successfully pass criminal background check and maintain the ability to pass a criminal background check.

### **Criminal Conviction Standards**

The successful incumbent will or may have access to a secured/confidential facility or computer system. As a result, the City of Gig Harbor will be conducting an extensive criminal background check by law enforcement agencies, which may include fingerprinting.

Please review the following list of disqualifying crimes and negative actions to determine if you meet our standard for this position:

<https://www.dshs.wa.gov/sites/default/files/bccu/documents/Secretary%E2%80%99sCrimesListforALLPrograms.pdf> [\(Download PDF reader\)](#)

### **PREFERRED QUALIFICATIONS:**

- At least one (1) year of previous experience working full-time in a municipal court system.
- Proficiency in Judicial Information System software.

### **ADDITIONAL INFORMATION**

This position is represented by the City of Gig Harbor Employee Union (Teamsters) and is an FLSA non-exempt position eligible for overtime.

***Only authorized employees and hiring authorities have access to the application materials submitted. Per RCW 42.56.250, all applications for public employment, including the names of applicants, resumes, and other related materials submitted with respect to an applicant are exempt from public inspection.***