



**CITY OF LAKE
FOREST PARK**
invites applications
for the position of:

**Court Clerk –
Full Time (40
Hours/Week)**

SALARY: \$22.67 - \$30.23 Hourly
\$3,929.47 - \$5,239.87 Monthly
\$47,153.60 - \$62,878.40 Annually

DEPARTMENT: Municipal Court

OPENING DATE: 09/21/20

DESCRIPTION:

This is a full time, technical position. Experienced, qualified applicants must have strong clerical skills and communication skills in support of court operations with the ability to serve the public and perform well in a team environment. Judicial Information System (JIS) experience is required.

Lake Forest Park Municipal Court is a small court where you can experience a little bit of everything as a Court Clerk and have the opportunity to get to know the community. Almost all hearings are currently being conducted on Zoom. The City is a friendly, family-like atmosphere where you will quickly get to know everyone.

EXAMPLES OF ESSENTIAL DUTIES:

- Customer service – answers and directs telephone calls, greets and directs public, responds to requests for information or services
- Case filing/maintenance - Assists in filing and electronic entry of infractions/citations into JIS via Sector and American Traffic Solutions (ATS)
- Scheduling – schedules court hearings for defendants and prepares and mails notices
- Accounting – Performs various accounting tasks to include daily receipting, payments plans and reconciliation
- In-Court clerk – Perform as in-court clerk to include calendar preparation and processing

TYPICAL QUALIFICATIONS:

Minimum of one year court experience as a court clerk required. High school or higher education.

KNOWLEDGE AND ABILITIES:

- Knowledge of JIS
- Basic court practices and procedures
- Legal forms, documents and terminology
- Modern office practices, procedures and equipment
- Municipal court record keeping requirements
- Knowledge of general accounting functions
- Knowledge of general computer functions, JIS, Sector, ATS, MS Office, Outlook Express
- Possess excellent customer service and problem solving skills
- Ability to work under stressful conditions in a high-paced environment
- Be detail and goal oriented
- Communicate effectively both orally and in writing
- Meet timelines and schedules
- Establish and maintain cooperative and effective working relationships in a small court setting, respecting cultural diversities
- Make contributions and participate in a team oriented environment

SUPPLEMENTAL INFORMATION:

Qualified candidates should submit Lake Forest Park job application, cover letter and resume.

APPLICATIONS MAY BE FILED ONLINE AT:

<https://www.cityofflp.com>

17425 Ballinger Way N.E.
Lake Forest Park, WA 98012
206-368-5440

jobs@cityofflp.com

Position #2020-002
COURT CLERK – FULL TIME (40 HOURS/WEEK)
LA