



King County

Invites Applications for the Position of:

Court Clerk II

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King County is committed to equity and diversity in the workplace. In addition, the county is committed to recruiting and maintaining a quality workforce that shares our guiding principles: collaborative, service-oriented, results-focused, accountable, innovative, professional and fair and just.

OPENING DATE/TIME: 03/25/15 12:00 AM (GMT -8:00)

CLOSING DATE/TIME: 04/07/15 04:30 PM (GMT -8:00)

SALARY: \$23.01 - \$29.16 Hourly

LOCATION: Multiple locations in King County

JOB TYPE: Career Service, Full Time, 35 hrs/week

DIVISION: Department of Judicial Administration

JOB NUMBER: 2015JF04661

SUMMARY:

The Department of Judicial Administration (DJA), also known as the Superior Court Clerk's Office or the County Clerk's Office, is an executive branch department that operates three public office locations within King County (King County Courthouse, Maleng Regional Justice Center in Kent, and at the Youth Service Center – Juvenile Court in Seattle). DJA serves as a customer service office of the King County Superior Court, maintaining the official case files, records and indexes necessary to enable the efficient administration of the court and the public's right to record inspection. Superior Court records date back to the mid 1800's.

WHO MAY APPLY: This position is open to all qualified applicants.

WORK LOCATION: Juvenile Youth Services, 1211 East Alder, Seattle, King County Courthouse, 516 Third Avenue, Seattle, or court held at Harborview Medical Center, Seattle.

WORK SCHEDULE: This position is overtime eligible. 35-hour work week - Monday through Friday.

ADDITIONAL MATERIALS REQUIRED: A resume, letter of interest and answers to the supplemental questions are required in addition to your application. The letter of interest should detail your background and describe how you meet or exceed the requirements for this position.

Please note that you can attach multiple documents to your application.
Your options are:

*Copy and paste one or more documents into the text resume section of the application.

*Attach multiple documents/files in the resume attachment section.

SELECTION PROCESS: Applications will be screened for qualifications, clarity and completeness. The most competitive applicants may be invited to an interview.

Contact information: Please direct questions about this recruitment to Joy Fernandes at 206-477-0774.

JOB DUTIES:

Positions in this classification are responsible to record the proceedings of the court and accurately create and prepare a written record of King County Superior Court events. Primary duties include:

Producing minutes of court proceedings,
Identifying and keeping exhibits safe,
Maintaining records,
Administering oaths,
Reading verdicts,
Performing audio and video functions,
Organizing documents presented in court,
Recording the names of the witnesses that appear

Primary job functions include:

Accurately record the details of all courtroom proceedings,
Obtain signatures of lawyers on pertinent documents
Ensure proper format and content of documents
Have the ability to work on fast paced court calendars, often performing several duties simultaneously.
Perform specific court recording functions.
Independently coordinate multiple tasks to accomplish workload and meet unexpected demands
Utilize Windows based and other software to perform duties.
Perform the duties of the bailiff/ coordinator in his/her absence.

Other duties as assigned including but not limited to: perform data entry of large volume of documents with accuracy while meeting production goals, prep/scan/index documents, and provide customer service support.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

High school diploma or G.E.D. and two years of full time office experience, six months of which must have involved court or legal procedures. 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 experience up to a maximum of 1.5 years. Must have knowledge of legal terminology and knowledge of MS Windows, Outlook, Word, and Excel. One year experience performing data

entry and the ability to type at least 40 w.p.m. Any equivalent combination of experience and education which provides the applicant with the desired skills, knowledge and ability required to perform the work. A skills assessment test may be given to qualified candidates.

DESIRED QUALIFICATIONS: Previous experience as a Court Clerk.

SUPPLEMENTAL

INFORMATION:

No felony convictions within the past ten years. The selected candidate may be required to pass a background investigation.

UNION MEMBERSHIP: Positions in this classification are represented by Public Safety Employees Union.

Note: Online applications are preferred. However, if you cannot apply online, go to www.kingcounty.gov/jobs for other options.

If you need an accommodation in the recruitment process or an alternate format of this announcement, please inquire directly with the contact listed on the job announcement or the department's Human Resources Service Delivery Manager.

Court Clerk II Supplemental Questionnaire

- * 1. Do you have a high school diploma or GED?
Yes No

- * 2. Please indicate how many years of experience you have working full time in a general clerical office environment.
 No experience
 Less than two years
 Two years or more

- * 3. Please indicate how many years of experience you have in court or legal procedures.
 No experience
 Less than six months
 Six months to one year
 More than one year

- * 4. Please indicate how many years of experience you have in specialized post high school training (such as legal secretary, paralegal or pre-law courses)
 No experience
 Less than three months
 Three to six months
 Six months to one year
 One to one and a half years
 More than one and a half years

- * 5. Please indicate your experience in using and understanding legal terminology.
 No experience
 Less than one year
 One year or more

- * 6. Do you type at least 40 words per minute.
Yes No

- * 7. Please rate your experience level in using Microsoft Word.
 No experience
 Some experience
 Highly experienced

- * 8. Please rate your experience level in using Microsoft Excel
 No experience
 Some experience
 Highly experienced

- * 9. Please rate your experience level in using Microsoft Outlook.
 No experience
 Some experience
 Highly experienced

- * 10. Tell us about a time when you had to work on several projects at the same time that had

completion deadlines in a short period of time. What was the outcome? How did you ensure that you maintained high standards and attention to detail on the different projects while functioning under time pressures? Please be specific and list your job title and employer.

- * 11. Please describe your experience in handling a high volume, fast paced work environment where accuracy and attention to detail were critical and what skills did you use to accomplish your task.
- * 12. This position requires a resume and letter of interest. Your letter of interest will be used to rate your writing skills. Please verify that you have attached a resume and letter of interest.

Yes No

* Required Question