



CITY OF SEATTLE

Court Clerk

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	08/11/15 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.

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.

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:

REQUIRED QUALIFICATIONS:

- Equivalent of one year of experience in a court clerk or court-related 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.
- Ability to work Monday through Saturday, and holidays, and maintain regular, reliable and punctual attendance.

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:

After the closing date, the Court will review all applications and you will receive e-mail notification about your application status. We anticipate offering the position at the first salary step.

Appointment is subject to passing a background check. New employees must successfully complete a 12-month probationary period prior to obtaining regular status in this classification. This is a Civil Service position with automatic enrollment into the City's Retirement Program; see the Benefits tab for more information. This position is covered by Teamster's Local 763 collective bargaining agreement. As a condition of employment, an employee in this position will be required to pay an amount equivalent to the union dues within 30 days of hire.

For more information on the Seattle Municipal Court, visit www.seattle.gov/courts. For questions about this position, please contact Sr. Personnel Specialist, Kristy Hulverson at [206-233-7201](tel:206-233-7201).

APPLICATIONS MAY BE FILED ONLINE AT:
Job #2015-00959

<http://www.seattle.gov/jobs>
COURT CLERK
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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 5500
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. AmeriCorps, Peace Corps, and other national service alumni who meet the required qualifications are encouraged to apply. Accommodations for people with disabilities are provided on request. The City is a Drug Free Workplace.

Court Clerk Supplemental Questionnaire

* 1. Have you successfully completed one year of legal studies post high school coursework, earned a legal secretary or paralegal certification, or higher level criminal justice related Associate's or Bachelor's degree?

- ☐ Yes
☐ No

* 2. Do you possess at least one year of experience in a court clerk or court-related position?

☐ Yes

☐ No

* 3. Why are you interested in working for the Seattle Municipal Court and what makes you qualified for the role of Court Clerk?

4. 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)

* Required Question