



EMPLOYMENT OPPORTUNITY

- This recruitment is available only to Thurston County employees and individuals on the recall/rehire list.
- This recruitment is open to the public.

POSITION TITLE: Civil Court Clerk	DEPARTMENT: District Court
CLOSING DATE: September 18, 2015, 5 p.m.	POSITION #: 07R01240
SALARY RANGE: \$3,443- \$4,580 / month	FTE: 1.0
EMPLOYMENT TYPE: Regular, Full-Time Employee	ELIGIBLE FOR BENEFITS: YES
CONTACT PERSON: Theresa Ewing, District Court Administrator	PHONE #: (360) 786-5225
UNION: NO	

SUMMARY OF DUTIES:

The ideal candidate will be responsible for but not limited to:

Accomplishing all essential tasks to process civil and small claim cases from initial filing until final disposition. Performs a variety of tasks requiring extensive knowledge of statutes, court rules and court operations and procedures; provides information at the counter and on the telephone, researching cases, explaining procedures and assisting in problem resolution; calendars civil and small claim cases in the computer, coordinates trial times and issues hearing notices. Prints the computer-generated calendars and dockets, assembles the files and ensures that the record is ready for court; assists administration in implementing legislative changes, in developing civil and small claim procedures and training staff.

QUALIFICATIONS:

- High School Diploma or GED. One year of college level courses in a law related field is preferred.
- Three years of progressively responsible office experience in a court or legal setting.
- Ability to type 55 wpm.
- Ability to utilize a personal computer and applicable software to successfully perform the essential functions of the position.

DESIRED SKILLS:

- Knowledge of work related laws, courtroom procedures, case processing and legal terminology.
- Ability to work independently and make responsible decisions in accordance with laws and court policies and procedures.
- Ability to assist co-workers with various case processing issues.
- Ability to communicate effectively both orally and in writing with the public, other agencies and court staff.
- Knowledge of basic bookkeeping practices.

OTHER POSITION RELATED INFORMATION:

To be considered for this position, please apply at [TC Human Resources](#)

This position is:

- Eligible for benefits
- Eligible for overtime under the Fair Labor Standards Act (FLSA)
- Represented by a Union

For consideration, please attach the items listed below to your online application:

- Application
- Letter of Interest
- Resume