



City of Bothell Municipal Court Employment Opportunity

Court Clerk

City of Bothell™

Salary: \$21.73 - \$27.62 per hour (DOQ)

Posting Close Date: 10/18/2015 10:00 PM

Employment Status: Regular Part Time

Position Summary

Under general supervision, performs specialized legal clerical work in support of the operations of the Municipal Court; processes legal documents and manages court records; provides information and customer service to the public within scope of authority.

Example of essential duties:

- Data entry, record keeping, preparing and processing documents, and maintaining files
- Assists in the administration of the Municipal Court; maintains confidentiality of court records and proceedings
- Receives payments
- Processes passport applications and other documents

Minimum Requirements

- High School Diploma or GED; AND 3 years of Court Clerk experience; OR an equivalent combination of education, training and experience
- A valid Driver's License
- Proof of eligibility to work in the United States

How to Apply

The complete job posting, benefit summary and application are available at www.ci.bothell.wa.us