



Court Clerk

The City of Chehalis is currently accepting applications for the position of **Court Clerk with the Chehalis Municipal Court**. This is a regular, full-time position with a current wage range of \$2,897 to \$3,521 per month, depending upon qualifications. A 2.0% wage increase will go into effect starting 12/25/2015. Benefits include membership in the Washington State PERS retirement system, employee and family medical/dental/vision insurance and generous vacation and sick leave accrual. The position is represented by Teamsters Local #252.

This position performs a wide variety of routine clerical and administrative support work for the Municipal Court, assisting the Court Administrator in planning, implementing and managing the daily operations of the court. The Court Clerk prepares filing of all papers and related correspondence, files for court use, and notices to defendants as well as maintains appropriate records and documentation.

This position assists the public and explains court procedures and responds to or directs telephone calls, written inquiries and citizen visits to the appropriate departments. Also responds to requests from judge, city prosecutor, police department and others for assistance and information.

Required qualifications for this position include:

- Graduation from an accredited high school or GED equivalent.
- Minimum of two (2) years of college and/or technical school level course work in Criminal Justice, Public Administration, Business Administration or closely related field.
- Minimum of four (4) years of administrative or clerical experience providing direct customer service to the public, including at least two (2) years of experience in receipting funds, making change and balancing a cash till.
- Minimum of two (2) years of related paralegal, courtroom or similar experience.
- Must successfully satisfy a background investigation.

Please visit our website

<http://ci.chehalis.wa.us/jobs>

for application materials and a detailed description of duties and requirements.

Applications must be received by 5:00pm on Thursday, November 5, 2015.

To apply for this position, please submit all of the following:

- Cover letter
- Resume
- City of Chehalis Application Form

Submit application materials to:
Peggy Hammer
Human Resources Administrator
City of Chehalis
1321 S. Market Blvd.
Chehalis, WA 98532

Please contact Peggy Hammer at (360) 345-3222 or phammer@ci.chehalis.wa.us if you have questions.

The City of Chehalis is an Equal Opportunity Employer.