



King County

Invites Applications for the Position of:

District Court Clerk

Apply online at <http://www.kingcounty.gov/jobs>

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: 12/03/18 12:00 AM (GMT -8:00)

CLOSING DATE/TIME: 12/14/18 11:59 PM (GMT -8:00)

SALARY: \$23.07 - \$29.28 Hourly \$47,985.60 - \$60,902.40 Annually

LOCATION: Multiple locations in King County

JOB TYPE: Regular, Full time, 40 hrs/week

DIVISION: King County District Court

JOB NUMBER: 2019TM Clerk January

SUMMARY:

Scope of Responsibility: King County District Court is seeking applicants to establish a qualified pool of candidates for current and future Court Clerk positions throughout King County. Court Clerks perform technical work and provide clerical support for the operations of the court and work under the direction of the assigned Division Director or designee.

Court Clerks must provide outstanding customer service during stressful situations; must have impeccable attention to detail in all assigned work; must be comfortable interacting with Judges, attorneys and executive-level management on a daily basis; must be committed to continuous learning; and, must be able to thrive in a fast-paced environment.

Court Clerks are expected to learn all functions of the position, which include but are not limited to: accurate filing of criminal, civil, traffic, small claims, domestic violence, name changes, and anti-harassment matters; providing excellent customer service; managing and correctly recording courtroom proceedings; correctly completing accounting and data-entry duties; learning and applying legal terminology; preparing documents and following procedures in addition to general clerical competencies; maintaining electronic court files; and preparing warrants, subpoenas, and calendars.

King County District Court Profile: KCDC is the largest and most technologically-advanced Court of Limited Jurisdiction in the State of Washington. It currently processes approximately 200,000+ matters per year with 25 elected judges and roughly 260 employees at 9 separate locations. The Court is a leader in many areas involving public safety and access to justice, including the use of problem-solving courts, jail-alternative programs, technology and judge-

managed probation services. Twelve cities contract with King County for court services that provided by KCDC.

Who may apply: This position is open to all qualified applicants. Applicants who are fluent in Spanish are encouraged to apply.

Work schedule: This recruitment will be used to fill full-time positions working a 40-hour work week. Some positions may be Term-Limited Temporary (TLT).

Estimated Timeline:

First review of applications and additional materials will be 12/20/18 - 12/21/18.

Interviews: week of January 7, 2019.

Work location: This recruitment will be used to fill current and future positions located in any one of the [King County District Court](#)'s locations.

Additional materials required: please attach **(1)** a Resume and **(2)** a Letter of Interest which clearly describes how you meet or exceed the requirements of this position and why you would be the best person for the Court Clerk position.

NOTE: Failure to complete all sections of the application and include all required materials may result in the rejection of your application.

JOB DUTIES:

- Process criminal, civil, traffic, small claims, petitions for domestic violence, name changes and anti-harassment orders from filing to final disposition.
- Provide excellent customer service while responding to inquiries from the general public, attorneys, police and other agencies both verbally and in writing.
- Process payments of court fines and bail/bonds. Consistently and accurately record and receipt payments according to established court procedures.
- Accurately and completely enter, update, retrieve, prepare and process court related documents using the court computer systems.
- Accurately schedule cases, notify necessary parties and prepare court calendars using approved forms and processes.
- Effectively coordinate courtroom proceedings. Record all hearings, maintain court dockets, chart and maintain exhibits and process orders of the court. Maintain equipment, certifications and recordings of all proceedings.
- Perform other duties as assigned.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

- At least two years prior clerical experience.
- Experience providing excellent customer service skills.
- Ability to maintain poise and composure under pressure.
- Experience working in a fast-paced, ever-changing work environment.
- Experience with general accounting functions, and the ability to properly receive and receipt payments.
- Experience with general office practices, procedures and equipment.
- Ability to work effectively with Judges, attorneys, management and peers.
- Ability to work effectively in a culturally-diverse environment.

Preferred Knowledge, Skills and Abilities:

- Fluency speaking Spanish

- Previous accounting, financial or payment processing experience
- Demonstrated Customer Service Skills

SUPPLEMENTAL INFORMATION:

Special requirements: US Citizenship is required.

Dependent upon availability and location of future Court Clerk openings, a successful candidate may remain eligible for consideration for up to six months or longer and may be interviewed multiple times.

Any employment offer is contingent upon the results of a criminal background investigation and fingerprinting.

If you have any questions regarding this position, please call Travis McKinnon at 206-263-1239, or TJMcKinnon@kingcounty.gov.

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.

District Court Clerk Supplemental Questionnaire

* 1. Please indicate which court locations you are willing to work at:

- ☐ Seattle Courthouse
- ☐ Call Center (Seattle Courthouse)
- ☐ Payment Center (Seattle Courthouse)
- ☐ Shoreline
- ☐ Burien
- ☐ Kent Regional Justice Center (MRJC)
- ☐ Auburn
- ☐ Issaquah
- ☐ Redmond
- ☐ Bellevue

* 2. I am fluent in one or more of the following languages:

- ☐ None
- ☐ Signing
- ☐ Spanish
- ☐ Russian
- ☐ Vietnamese
- ☐ Korean
- ☐ Chinese
- ☐ Somali
- ☐ Samoan
- ☐ Amharic
- ☐ Punjabi
- ☐ Farsi

* Required Question

