



# Seattle Municipal Court



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## [Court Clerk – Job 2019-01652](#)

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<b>SALARY:</b>	\$24.28 - \$28.26 Hourly
<b>LOCATION:</b>	Seattle Justice Center, 600 5th Ave., Seattle, Washington
<b>JOB TYPE:</b>	Classified Civil Service, Regular, Full-Time
<b>SHIFT:</b>	Day
<b>DEPARTMENT:</b>	Seattle Municipal Court
<b>BARGAINING UNIT:</b>	Teamsters, Local 763 - Municipal Court
<b>CLOSING DATE</b>	10/22/19 04:00 PM Pacific Time

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### **POSITION DESCRIPTION:**

The [City of Seattle's Municipal Court \(SMC\)](#) is one of the highest volume Courts of Limited Jurisdiction in the state with 7 elected Judges, 6 appointed Magistrates, and over 200 staff. The Court adjudicates misdemeanor and gross misdemeanor crimes, infractions, and civil violations. SMC is a highly innovative and progressive court with a community-based approach to judicial administration. For more information, visit us online: <http://www.seattle.gov/courts/>

Court Clerks work within Judicial Operations, which includes all courtroom clerks, jury operations and court records. They play a critical role in the courtroom and prepare the official record of all courtroom sessions through SMC's electronic case filing system and audio recordings. They work closely as a team with our judges, magistrates, bailiffs, defense attorneys, prosecuting attorneys, interpreters and other criminal justice partners. This is an exciting time to join the court as we work to develop a new case management system to help the court become even more innovative and efficient.

We are currently accepting applications from qualified candidates who are interested in working as a Court Clerk. The ideal candidate:

- Thrives in a fast-paced collaborative work environment;
- Is an active listener with good communication skills;
- Is committed to providing excellent service to internal and external customers Is comfortable working with flexibility to accommodate changes in law, policy, and work assignments.
- Has an aptitude for learning new systems; and
- Pays attention to the details while multi-tasking.

The person in this role must be able to work any shift Monday through Saturday and holidays, and maintain regular, reliable and punctual attendance. The Court may consider applicants from this recruitment process for other part-time, temporary and full-time Court Clerk openings that may come available within the next six months.

**JOB RESPONSIBILITIES:**

- Accurately records and reviews details of court proceedings and a variety of case related information into a court database (ECF, FTR & MCIS).
- Monitors court proceedings to schedule court dates, answer questions and ensure processes happen according to policy.
- Handles multiple tasks including scheduling court dates; answering questions; responding to emails; and monitoring the court proceedings.
- Listens and communicates information between judges, attorneys, defendants, court personnel, outside agencies and the public.
- Maintains confidentiality with highly sensitive information.
- Remains calm and professional throughout stressful court proceedings.
- Engages in peer training. Shares knowledge and courtroom processes/procedures with team members.
- Keeps current on changing court technology, policies and procedures in a constantly changing environment.

**Minimum Qualifications:**

- Equivalent of one year of experience in a court clerk or other similarly related experience, or a combination of education, training, and/or experience which demonstrates the ability to perform the work of the position.
  - Examples of related experience include accurately record and maintain database entries, manage large and complex calendars, transcription (transcribing meeting minutes, faculty lectures or medical information), handle sensitive/confidential information, work with executives and the public providing guidance around rules, policies, procedures and/or laws.

**Desired Qualifications:**

- 2+ years working inside or in support of a criminal courtroom.
- Associates Degree and/or a bachelor's degree, or certification from an accredited college in a Paralegal program.
- Experience and proficiency in criminal justice systems such as JIS, DISCIS, WASIC, SCOMIS or MCIS.
- Demonstrated ability to:
  - Use Word, Excel and database computer programs with intermediate to advanced proficiency.
  - Exercise discretion, maintain confidentiality, and interact tactfully with a diverse group of people (judges, attorneys, defendants, court personnel, outside agencies and the public).
  - Multi-task accurately, independently and calmly under stress and pressure.
  - Provide amazing customer service to internal and external customers.
  - Remain calm, positive, and have a sense of humor while working in a tense environment.
  - Maintain flexibility and professionalism when fulfilling responsibilities for all assigned courtrooms and calendars.

**Direct link to apply:**

<https://www.governmentjobs.com/careers/seattle/jobs/2584854/court-clerk-job-2019-01652>

**Hiring Process**

Applications are reviewed after the posting closes. Qualified candidates must submit the following to be considered.

1. [Completed NEOGOV online application.](#)
2. Supplemental questionnaire responses.
3. Cover letter describing how your skills and experience align with the stated job responsibilities and qualifications.
4. Current resume indicating relevant experience and education.

Your application will not be reviewed if these items are missing or incomplete. By completing the supplemental questions, you are attesting that the information you have provided is true and accurate. The Court will review any information provided in your application package and misstatements or falsification of information will eliminate you from consideration and/or employment if discovered after selection for the position.

Attaching or pasting a cover letter and resume alone is not a substitute for completing the application itself. Only those applicants selected for an interview will be contacted.

A job offer is contingent upon successfully passing the court's background check. The background check includes a criminal history background review, fingerprinting and reference checks. This position is represented by an agreement between the Teamsters Local 763 union and the Seattle Municipal Court.

The candidate hired, must complete a one-year probationary period.

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APPLICATIONS MAY BE FILED ONLINE AT:  
Job #2019-01652

<http://www.seattle.gov/jobs>  
COURT CLERK - JOB #2019-01652  
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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



[Careers@seattle.gov](mailto:Careers@seattle.gov)

**Who May Apply:** This position is open to all candidates that meet the minimum qualifications. The City of Seattle values diverse perspectives and life experiences. Applicants will be considered regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, or gender identity. The Department encourages people of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ people, people with disabilities, veterans and those with diverse life experiences.

Accommodations for people with disabilities are provided on request.

The City is a Drug Free Workplace.

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## Court Clerk - Job #2019-01652 Supplemental Questionnaire

1. Answers to the following questions will help us determine whether candidates meet the minimum requirements of the position. Indicating "see resume" or "see application" are not sufficient responses to the supplemental questions.
- \* 2. A complete and accurate application is required for this position. Did you update your City of Seattle application to reflect any recent changes to your experience and/or education?
- \* 3. A cover letter and resume are both required documents. Missing one or both attachments will flag your submission as incomplete. Did you attach a cover letter and resume?
- \* 4. Do you have the equivalent of one year of experience in a court clerk position?
- \* 5. Please indicate your highest level of education:
  - ☐ High School Diploma/GED
  - ☐ Some College
  - ☐ Associate's Degree
  - ☐ Bachelor's Degree
  - ☐ Master's Degree
  - ☐ Juris Doctorate (JD)
  - ☐ None of the above
- \* 6. Please select the years of experience reading/comprehending legal documents, court rules, policies and procedures that most closely aligns with your experience:
  - ☐ No experience
  - ☐ Less than 1 year (less than 12 months) of experience.
  - ☐ 1-2 years (up to 24 months) of experience.
  - ☐ 2-3 years (24 to 36 months) of experience.
  - ☐ 3+ years (36 months or more) of experience.
- \* 7. Select the option that best describes your experience entering data into an established database or system.
  - ☐ None - no database experience
  - ☐ Very limited/beginner - I have some familiarity but have not used it much.
  - ☐ Intermediate - I have experience with routine data entry in a database or data system.
  - ☐ Advanced - In addition to intermediate level skills, I have experience designing queries and analyzing data in a complex database
- \* 8. For your experience that most closely matches this position, please provide the following: 1.) Job title: 2.) How many months worked in that title: 3.) Name of employer: 4.) Why you left that position: 5.) Did you list this position on your application and resume with your duties defined?
- \* 9. Why do you want to work at the Seattle Municipal Court?
- \* 10. How has diversity played a role in shaping your communication style?
- \* 11. Please paste your cover letter below **WITHOUT** your name or other personally identifying information. Do not say "see attached;" you must paste your letter here for our screening process.