



Court Clerk II

DEPARTMENT: DJA - Judicial Administration
DIVISION: Judicial Admin
SALARY: \$26.22 - \$33.24 Hourly
LOCATION: Multiple locations in King County
JOB TYPE: Term Limited Temporary, Full Time, 35 hrs/wk
CLOSING DATE: 01/31/20 04:30 PM

SUMMARY:

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 of being: collaborative, service-oriented, results-focused, accountable, innovative, professional, fair and just.

Who we are: The Department of Judicial Administration (DJA), also known as the Superior Court Clerk's Office, is an **innovative, forward-looking agency** that uses technology to help perform tasks better, more efficiently and reliably. The Clerk's Office performs a variety of services for the Court, litigants and the general public, including: management of Superior Court case records, in-court staffing for proceedings and exhibit processing, management of financial services and trust funds related to superior court cases, and assisting customers obtain copies, file paperwork, and get the information they need to navigate the court process.

Our Mission: To provide professional, high-quality Superior Court record services and justice system programs, while ensuring access to justice and integrity in the process.
DJA is seeking a candidate who enjoys working on a variety of tasks, can switch gears at a moment's notice, works effectively with people from diverse backgrounds and can work independently.

JOB TYPE: This opportunity is being offered as a Term Limited Temporary (TLT) OR a Special Duty assignment and is anticipated to end in December 2020 or sooner. This recruitment is being used to establish a pool to fill immediate and future temporary vacancies.

WHO MAY APPLY: This position is open to all qualified King County employees and the general public. DJA values diverse perspectives and life experiences and encourages people of all backgrounds to apply.

WORK LOCATION: These positions may be based at the King County Courthouse, 516 3rd Ave, Room E609, Seattle, WA; Maleng Regional Justice Center located at 401 4th Ave N Room 2C, Kent, WA; or the Juvenile Clerk's Office located at 1211 East Alder St., Seattle, WA.

WORK SCHEDULE: This position works a 35-hour workweek, typically 8:30 am – 4:30 pm, Monday through Friday. This position is overtime eligible.

Required Materials:
King County Application form

Resume

Letter of Interest detailing your background and describing how you meet or exceed the requirements listed in this job announcement. Your letter of interest will be used to rate your writing skills.

Responses to supplemental questions are required in addition to your application.

Please note that you can attach multiple documents to your application. Your options are:

*Copy and paste one or more documents into the text resume section of the application.

*Attach multiple documents/files in the resume attachment section.

Contact information: Please direct questions about this position to Danielle Anderson at 206 477-0805. If you have questions about the recruitment process please direct those questions to Joy Fernandes at 206-477-0774.

JOB DUTIES:

Positions in this classification are responsible to record the proceedings of the court and accurately create and prepare a written record of King County Superior Court events. Primary duties include:

- Accurately record the details of all courtroom proceedings
- Identify, number, file and maintain security of all exhibits presented as evidence
- Complete minute entries for proceedings brought before the court
- Administer oaths to jurors, read verdict of the jury and poll individual jurors
- Obtain and review certain documents for signatures
- Performing audio and video functions
- Filing documents presented in court
- Recording the names of the witnesses that appear

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

Applicant's experience must demonstrate the following knowledge, skills and abilities or any equivalent combination of experience and education which provides the applicant with the desired knowledge, skills, and abilities required to perform the work:

- General office experience performing a variety of complex duties of moderate difficulty, in positions which involved independent judgment and extensive knowledge of policies, procedures and responsibilities of an office.
- Must have strong computer skills, including data entry and typing experience.
- Willingness to adapt and learn quickly when challenged with new tasks.
- Ability to use time management, self-direction, resources and tools to complete multiple tasks simultaneously with extreme accuracy, while establishing priorities and adapting to changes to meet deadlines.
- Ability to organize work priorities and find solutions to difficult or complex issues.
- Ability to be flexible and adapt to last minute assignment changes.
- Excellent customer service skills and the ability to maintain a professional demeanor and composure at all times.
- Strong effective listening and communication skills. Interpersonal and decision making skills.
- Demonstrated ability working with diverse cultural and socio-economic populations.
- Understanding of the importance of integrity, trust and confidentiality in the legal process and accountability in the workplace.
- Knowledge of legal terminology or demonstrated ability and experience learning other professional terminology.

- Ability to develop and maintain effective working relationships with demonstrated interpersonal and decision making skills

DESIRED QUALIFICATIONS: Previous experience as a Court Clerk and/or experience in a judicial environment.

SUPPLEMENTAL INFORMATION:

Applicants that are found to be minimally qualified will be further reviewed for competitive quality. Those applicants that possess the most competitive background in directly related experience, knowledge and training may be contacted for interviews. Professional reference checks will be conducted prior to any offer of employment.

Positions in this classification are represented by Local PSEU.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.kingcounty.gov/>

Job #2020JF11211
 COURT CLERK II
 JF

King County Administration Bldg.
 500 4th Ave. Rm. 553
 Seattle, WA 98104
 206-477-3404

Talent@kingcounty.gov

An Equal Opportunity Employer

Court Clerk II Supplemental Questionnaire

- * 1. How did you hear about this job? Check all that apply.
 - ☐ King county Website
 - ☐ Governmentjobs.com
 - ☐ Job Board
 - ☐ King county Employee
 - ☐ Other
- * 2. If you checked "Other" in question above, please specify source.
- * 3. Describe your experience working in a professional work environment with little or no direct supervision
- * 4. Please describe your experience in learning legal terminology or other professional terminology and how did you use that terminology in your daily work.
- * 5. Please describe your ability to be flexible and learn quickly. Give us an example that shows your ability to be flexible in the work place and learn something new.
- * 6. Please describe a time when your composure and listening skills were challenged and served you well in a professional setting.
- * 7. Please identify a specific example when you provided great customer service to a customer with a different background. Describe the service you provided and any issues that arose and the outcome.
- * 8. The Department of Judicial Administration (DJA) and King County are actively engaged in Equity and Social Justice Awareness. ESJ is not only about gender, race, or culture. ESJ is about equitable opportunities of our employees, our customers accessing services and employment opportunities, regardless of their social, economic or cultural background to name a few. ESJ is embedded in our

values here at DJA and King County. Describe your experience with a diverse customer base work relationships where ESJ was applied and what did you like the most about your experience.

* Required Question