Airway Heights Municipal Court

Presiding Judge Angelle Gerl
1320 W. 13th Ave (Physical)
1208 S. Lundstrom St (Mailing)
Airway Heights, WA 99001
(509) 244-2773
courtmb@cawh.org
www.cawh.org/departments/municipal-court

Position: Temporary Court Clerk
Reports To: Court Administrator and Judge
Status: Temporary union through 12/31/2021, non-exempt, M-F 8:30am to 5:00pm
Wage: $3,465—$4,137 a month

Description:
Airway Heights Municipal Court is seeking a temporary Court Clerk to join our team.

Nature of Work:
The Court Clerk carries out duties in Municipal Court, logs cases, prepares Court calendars, monitors case disposition, probation, collections, and tracks payments. Performs a wide variety of operations requiring specialized knowledge in court operations. Requires regular public contact requiring professionalism and good customer service. This position is required to follow and perform any other job related instructions and/or duties requested by the Municipal Court Judge and/or Court Administrator.

Examples of Duties:
Prepares and processes court calendars, hearing notices, warrants, summons, subpoenas, and court orders. Receipts money for bail, fines, forfeitures, and court costs. Schedules interpreters for Court Proceedings and for clients to meet with their lawyers. Schedules jail transport for inmates. Enters critical data into the statewide database. As well as, entering into other statewide agencies' systems.

Provides screening services for public defense eligibility and keeps record of public defense appointments.

Provides accurate information, customer service and assistance by phone, written correspondence and in person. Liaison during court proceedings between the Judge, lawyers, law enforcement, and the public.

Responsible for marking exhibits, securing evidence for court proceedings and trials.

Operates equipment for the Jail Video docket Hearings and Zoom Hearings.

Maintain strict confidentiality

Performs other related duties as required.

Minimum Requirements:
Training and Experience: High School Diploma or equivalent and (2) years' experience performing equivalent to an Office Assistant or higher or an equivalent combination of education/experience. Experience in Criminal Justice/Court related work is preferred. Must successfully pass a criminal background check.

License: Must possess a valid driver's license and have a safe driving record.

Selection Factors

Knowledge of:

- legal terminology and court procedures.
- laws and rules governing the department/court.

Ability to:

- work with others in a courtroom setting.
- work with speed and accuracy and in a courteous manner when dealing with the public.
- Skilled in the use of personal computer and software related to the work assignment.

Behavioral Standards

Respectful, courteous, and friendly to customers, other City employees, and City leadership. A team player that helps the organization meet its objectives. Takes initiative to meet work objectives. Effectively communicates with customers and other City and Court employees. Gets along with co-workers and managers. Positively represents the City, maintaining the trust City residents have placed in each of us.

Supplemental Information:

Interested individuals should send a City of Airway Heights Employment Application, detailed resume and cover letter to Attn: Kati Dorman, Court Administrator, kdorman@cawh.org. This position is open until filled. First reviews will begin April 1, 2021. For more information, please go to the court's website: http://www.cawh.org/departments/municipal-court/court-job-openings

The statements contained herein reflect general details as necessary to describe the principal functions of this classification, the level of knowledge and skills typically required and the scope of responsibilities, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance workload.