



**THURSTON COUNTY**  
**invites applications for the position of:**

## **Civil Court Clerk**

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**SALARY:** \$4,010.00 - \$5,333.00 Monthly

**OPENING DATE:** 02/04/22

**CLOSING DATE:** 02/27/22 11:59 PM

### **SUMMARY OF DUTIES:**

**Please note** – Per Governor Inslee's Proclamation 21-14.2 and Administrative Order 2021-004, this position will be required to be fully vaccinated as a condition of employment. For more information, please contact the recruitment contact listed below.

#### **Who we are:**

Thurston County District Court is a court of limited jurisdiction which hears criminal misdemeanor and gross misdemeanor cases, civil cases for damages up to \$100,000, anti-harassment orders, names changes, and small claims cases up to \$10,000. We are a medium sized court, receiving about 5,000 civil case filings and 25,000 criminal and infraction case filings each year. 'Serving Justice through Serving People' is the Court's vision and extends to serving our staff by providing support, training, and encouraging professional innovation.

#### **About this position:**

District Court is seeking a highly motivated, task-oriented professional for the position of **Civil Court Clerk**. This position is responsible for accomplishing all essential tasks to process civil and small claim cases from initial filing until final disposition. The Civil Court Clerk performs a variety of tasks requiring extensive knowledge of statutes, court rules, and court operations and procedures.

#### Responsibilities will include, but are not limited to:

- Responsible for the initial filing of civil and small claim cases and other legal documents. Enters cases into the statewide computer system.
- Processes all documents filed with the court by making appropriate entries in the computer system and by acting on the issues indicated.
- Collects payments for filing fees, records transactions, issues receipts, and balances daily funds received.
- Provides information at the counter and on the telephone, researching cases, explaining procedures, and assisting in problem resolution.
- Calendaring civil and small claim cases, coordinating trial times, issuing hearing notices, assembling paperwork, and ensuring the record is ready for court.
- Initiates correspondence, prepares transcripts, and forwards abstracts of judgment to the appropriate agency.
- Assists administration in implementing legislative changes, in developing civil and small claim procedures, and training staff.
- Staffs the District Court civil, criminal and traffic courtrooms keeping detailed records of proceedings, processing orders of the court, marking exhibits and maintaining a recording log.
- Performs the duties of Court Clerk I as needed.

### **QUALIFICATIONS:**

- High School Diploma or GED. One (1) year of college level courses in a law related field is preferred.
- Three (3) years of progressively responsible office experience in a court or legal setting.
- Ability to type 55 wpm.
- Ability to use word processing or computer equipment and programs is required.

## DESIRED SKILLS:

- Knowledge of work-related laws, courtroom procedures, case processing and legal terminology.
- Familiarity with JIS and Laserfiche.
- Ability to work independently and make responsible decisions in accordance with laws and court policies and procedures.
- Ability to assist co-workers with various case processing issues.
- Ability to communicate effectively both orally and in writing with the public, other agencies and court staff.
- Knowledge of basic bookkeeping practices and the ability to operate office equipment used in the department.

## OTHER POSITION RELATED INFORMATION:

### Questions about this opportunity?

**Contact Person: Justin Shifflett (360) 867-2089**

#### This position is:

- Represented by a Union
- Eligible for benefits
- Eligible for overtime under the Fair Labor Standards Act (FLSA)

#### Items required for consideration:

- Application
- Letter of Interest
- Resume

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APPLICATIONS MAY BE FILED ONLINE AT:  
<https://www.governmentjobs.com/careers/thurstonwa>

Position #07R01240  
CIVIL COURT CLERK  
FP

Thurston County  
2000 Lakeridge Drive SW  
Olympia, WA 98502  
(360) 786-5498

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