



JOB ANNOUNCEMENT

Court Administrator

Full-Time / Exempt

Salary \$6058.16 per month

The City of Ocean Shores has an immediate opening for a Court Administrator. This position is responsible for all non-judicial functions of the Ocean Shores Municipal Court, including personnel, budget, case flow management, records management, public education, and liaison with other City departments, state, and county agencies.

Qualifications include a high school diploma, Washington State Driver's License with a driving record acceptable to the City's insurance carrier. Minimum of 3 years general clerical experience working in a district or municipal court.

Please see the job description for the complete details of this position.

Visit www.osgov.com for the city application or contact kmjones@osgov.com with questions regarding current open positions.

Please submit 1) completed application, 2) résumé, and 3) cover letter to Human Resources in one of the following ways:

- **In Person:** 800 Anchor Ave. NW, Ocean Shores, WA
- **By Mail:** P.O. Box 909, Ocean Shores, WA 98569
- **By Email:** kmjones@osgov.com

This position is open till filled.

The City of Ocean Shores is an Equal Opportunity Employer.

CITY OF OCEAN SHORES

JOB DESCRIPTION

Title: Court Administrator
Reports to: Municipal Court Judge/Mayor
Salary Range: Exempt

Job Objectives:

The individual assigned to this position is responsible for all non-judicial functions of the Ocean Shores Municipal Court, including personnel, budget, case flow management, records management, public education, and liaison with other City departments, state, and county agencies. The individual is expected to apply effective office management practices, and to demonstrate knowledge of the statutes and rules governing court operation.

Job Location, Work Conditions, and Equipment Utilized:

Work is performed in an office/court environment, which may be crowded and noisy. Equipment utilized includes the statewide Judicial Information System (JIS), standard office equipment, and personal computer with specialized software. Hand-eye coordination and fine manipulation are necessary to operate computers and various office machines. Extensive telephone contacts, standing at the counter, sitting at a work station and entering data into a computer for extended periods of time is required. In addition, the incumbent must have the ability to produce legible, handwritten documents. The Ocean Shores Municipal Court is a “mobile court” with court being held in a building that is separate from the court office. The administrator is responsible for manually transporting all related files, office equipment, etc needed to perform the regularly scheduled court session from the court office to the court room each court day. Occasional lifting of up to 30 pounds or more may be required. The courtroom environment is subject to potential conflict and/or hostility from the public. Court routinely carries over to the evening hours.

Essential Job Functions:

- ❖ Enter all cases (criminal citations, traffic citations, parking tickets) into Judicial Information System (JIS) which requires verifying personal identification information.
- ❖ Set cases within jurisdictional time frames for various types of hearings including arraignment, pretrial, trial, probation reviews, mitigation, contested, show cause and motions. Notify parties related to case by subpoena, summons, or letter; officer, attorney and bonding company notice; process continuance requests and notify parties involved. Perform the scheduling and coordination of jury trials, with all related correspondence to affected parties, including subpoena of all witnesses.
- ❖ Process all paperwork received from prosecutor, defense counsel, police department, corrections facility, treatment agencies, probation services and the public. Take action using the appropriate court procedures mindful of speedy trial and jurisdictional time lines; make accurate and appropriate docket entries in a timely manner.

- ❖ Process correspondence from defendants which requires identifying the issue, researching the request, referring to the judge, responding to defendant and making all appropriate docket entries.
- ❖ Prepare courtroom calendars and case files for all court sessions and insure appropriate documentation is in the file.
- ❖ Insure readiness for court proceedings. Prepare courtroom with appropriate legal forms, tapes, equipment etc.
- ❖ Serve as Court Clerk while court is in session, record and document proceedings. Maintain recording equipment, mark exhibits, process all court-generated paperwork, assist and accommodate jurors during jury trials. Make required docket entries with absolute accuracy.
- ❖ Maintain warrant control, which includes: issue, recall, process and purge warrants. Maintain Failure to Appear (FTA) control, which includes: order, issue, adjudicate and purge as appropriate.
- ❖ Track cases with continued, suspended or deferred status, perform records checks, review compliance and non-compliance reports, send notices and prepare the Municipal Court's calendar. This position also serves as the Probation Officer for the Municipal Court.
- ❖ Maintain and track jail commitments and releases; assist in scheduling and coordinating in-custody transports when needed.
- ❖ Remain flexible to changing priorities, exercise attention to detail, demonstrate initiative and perform tasks to completion.
- ❖ Provide accurate information and assistance to all levels of court customers, including attorneys, prosecutors, law enforcement, defendants, victims, state agencies, etc.
- ❖ Accurately evaluate case status and relay pertinent information to appropriate parties in accordance with laws, rules, court policies and procedures.
- ❖ Provide customer service over the telephone, through correspondence, or in person. Responsibilities include maintaining confidentiality, tact and providing accurate information to the public, defendants, attorneys, and other agencies about case information, Municipal Court policies, procedures and schedules.
- ❖ Prepares and administers the approved budget for the municipal court and monitors disbursement of expenditures. Be responsible for the accounting of all monies, fines, bails, forfeitures, penalties, bonds, and other court receipts. Arrange time payments of fines, monitors payments and take appropriate action for delinquent accounts in accordance with court policy. Complete daily cash balancing, monthly remittance and transmittal report to the City Finance Director.
- ❖ Process all incoming mail.
- ❖ Perform routine filing of completed court documents and court files.
- ❖ Enter citations, transactions, proceedings, and documentation relative to case management in the Judicial Information computer system.
- ❖ Perform administrative tracking of criminal case files insuring compliance with court orders.
- ❖ Calculate, accept and account for bails, fines, restitution and costs; enter transactions in the computer system recording receipt of funds; balancing to JIS, making daily deposits and daily and month/year-end close outs as assigned.

- ❖ Maintain confidentiality and tact in dealing with co-workers and the public.
- ❖ Recognize that this position is not a typical 8-5, Monday through Friday position; that the administrator position needs to be accessible 24 hours a day, 7 days a week to police department, judge, or prosecutor when needed. Weekend in-custody's are a regular occurrence.
- ❖ Participates in department head meetings as court representative.
- ❖ Be familiar with local court rules.
- ❖ Perform any other duties as assigned by judge.

QUALIFICATION REQUIREMENTS:

- ❖ High School graduate.
- ❖ Three (3) years of general clerical experience working in a district or municipal court.
- ❖ Valid Washington State Driver's License, good driving record, and ability to drive a city vehicle if required.
- ❖ Requires excellent human relations skills. Ability to maintain poise and composure under stressful situations and recognize this is a public service position.
- ❖ Ability to effectively work in a culturally diverse environment.
- ❖ Ability and willingness to be compassionate and assist defendants through the court experience.
- ❖ Ability to work independently to plan, organizes, and coordinates required tasks.
- ❖ Ability to effectively communicate a wide variety of information relating to inquiries from the general public, attorneys, police and other agencies both orally and in writing.
- ❖ Ability to process criminal and traffic matters, and process civil petitions for domestic violence protection orders from filing to final disposition.
- ❖ Knowledge of accounting functions to process payments of court fines, and bail monies. Record and receipt payments according to established court procedures.
- ❖ Ability to accurately and completely enter, update, retrieve, prepare and process court related documents using the court computer system (JIS).
- ❖ Ability to accurately schedule cases, notify necessary parties and prepare court calendars using approved forms.
- ❖ Ability to effectively coordinate courtroom proceedings, record all hearings, maintain court dockets, chart and maintain exhibits and process orders of the court; to maintain equipment, certifications and recordings of all proceedings.
- ❖ Perform special projects and assignments as developed and required by the judge.
- ❖ Attend assigned court proceedings and document proceedings with absolute accuracy.
- ❖ Perform a wide variety of complex and responsible court-related clerical duties accurately and efficiently.
- ❖ Work effectively with defendants and the public and provide information regarding court cases, policies, and procedures.
- ❖ Process arrest warrants accurately and in accordance with law.
- ❖ Ability to exercise considerable discretion when handling confidential and/or privileged information.

- ❖ Ability to demonstrate initiative and exercise good judgment in relaying information to court customers.
- ❖ Effectively deal with difficult and angry customers.
- ❖ Have complete knowledge of the Judicial Information System.
- ❖ Knowledge of courtroom policies, procedures and practices.
- ❖ Knowledge of legal forms, documents and terminology.
- ❖ Skilled in performing supervisory, lead and line level court work.
- ❖ Skilled in effective and professional communication both orally and in writing.
- ❖ Ability to establish and maintain a cooperative and effective working relationship with co-workers, supervisors and the public.
- ❖ Ability to recognize potential danger and take appropriate action to ensure safety and security for yourself and others.
- ❖ Ability to perform a wide variety of complex, court-related clerical duties accurately and efficiently.
- ❖ Ability to process a wide variety of legal forms and documents in compliance with established procedures, mandated time lines and judicial discretion.
- ❖ Ability to establish and maintain cooperative and effective working relationships with court personnel and outside agencies.
- ❖ Ability to maintain confidentiality and tact in dealing with the public.
- ❖ Ability to maintain court confidentiality.
- ❖ Must pass a Washington State Patrol criminal background check.

City of Ocean Shores Application for Employment

CITY USE ONLY

City of Ocean Shores
PO Box 909
Ocean Shores, WA 98569
(360) 289-3099

You must submit a separate Application for each position.
Read the Position Opening Announcement to see if a
Supplemental Questionnaire is required.
DO NOT submit a photograph of yourself.

The City of Ocean Shores is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, sexual orientation, religion, national origin, marital status, genetic information, veteran's status, disability, or any other basis prohibited by federal, state or local law.

Complete all information from this point forward. An incomplete Application may disqualify you from further consideration.

Applicant – Write the Position Title of the Job you are applying for:

Name _____
(Last) (First) (Middle)

Address _____
City _____ State _____ Zip _____

Home Phone () Cell () Work () Email _____

Are you a U.S. citizen, or, do you have a Visa permitting you to work in the U.S.? (Documentation of authorization to work in the U.S. will be required if an offer of employment is made and accepted.)

☐ Yes ☐ No

Are you over the age of 18? ☐ Yes ☐ No

Do you have, or can you obtain, a valid Washington State Driver's License?

☐ Yes ☐ No

Do you wish to claim Veteran's Preference for testing, pursuant to RCW 41.04.010? (Civil Service Positions Only)

☐ Yes ☐ No

TRAINING AND EDUCATION

Highest Grade Completed: ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12 ☐ GED

Colleges/Other Training	Subject/Major	Degree/Certificate	Date Completed

EQUIPMENT, OFFICE AND COMPUTER SKILLS

Describe computer and other equipment operation skills. Include programs used, typing speed & other information relevant to the position for which you are applying.

CRIMINAL CONVICTION

The City of Ocean Shores is mindful of its obligation to employ qualified persons and its entitlement under law to consider an applicant's convictions record as it relates to job performance. **A conviction record will not disqualify you for employment unless such record would reasonably affect your fitness for the job for which you have applied.** Applicants may be asked to disclose certain information about their criminal history.

PROFESSIONAL REFERENCES (Do Not List Relatives)

Name/Title _____	Employer _____	Phone () _____
Name/Title _____	Employer _____	Phone () _____
Name/Title _____	Employer _____	Phone () _____

SIGNATURE IS REQUIRED

To the best of my knowledge, the information herein is true and complete. I have read the Position Opening Announcement and I can perform the essential functions of the position for which I am applying, with or without reasonable accommodation. I understand that if I receive a Conditional Offer of Employment for a position where I will have unsupervised access to children, developmentally disabled persons, or vulnerable adults, the City of Ocean Shores is required to complete a thorough background check as required by the Child/Adult Abuse Information Act. I understand that I will be tested for the presence of drugs as part of the pre-employment screening if I receive a Conditional Offer of Employment for a position which requires a Commercial Driver's License. I authorize investigation of all statements in this application. I understand that providing false information on this application is grounds for disqualification and/or dismissal. If I am applying for an exempt position, I understand that nothing in this application or my communications with any City of Ocean Shores official is intended to create an employment contract between the City of Ocean Shores and me.

Signature _____ Date _____

WORK HISTORY

Beginning with your present or most recent employment, list your work/experience history for the last 10 years or experience prior to that time which is directly related to the position for which you are applying. Attach additional sheets as necessary. Be sure to include any non-paid experience which is related to the job for which you are applying. **Complete the following sections even if you are submitting a resume** in addition to this application. An incomplete application may disqualify you. If you have been known by a different name by any of these employers, please identify the employer and state the name here :

	From	To
	Mo/Year	Mo/Year
Employer's Name		
Address		Supervisor
Phone		Hours Worked Per Week
Position		Start Salary
Number Of Employees Supervised By You		Last Salary
Reason For Leaving		
Primary Duties		

	From	To
	Mo/Year	Mo/Year
Employer's Name		
Address		Supervisor
Phone		Hours Worked Per Week
Position		Start Salary
Number Of Employees Supervised By You		Last Salary
Reason For Leaving		
Primary Duties		

	From	To
	Mo/Year	Mo/Year
Employer's Name		
Address		Supervisor
Phone		Hours Worked Per Week
Position		Start Salary
Number Of Employees Supervised By You		Last Salary
Reason For Leaving		
Primary Duties		

	From	To
	Mo/Year	Mo/Year
Employer's Name		
Address		Supervisor
Phone		Hours Worked Per Week
Position		Start Salary
Number Of Employees Supervised By You		Last Salary
Reason For Leaving		
Primary Duties		

AUTHORIZATION TO RELEASE EMPLOYMENT RECORDS

References will only be checked for finalists.

Current and/or prior employers will only be contacted after an applicant has been notified that they are a finalist.

I certify that the information given by me to the City of Ocean Shores is true and complete to the best of my knowledge. I understand that falsification of this application will be grounds for elimination from further consideration or, if employed, may result in immediate dismissal.

I further certify that I am not engaged in any outside activity or business that could be considered in conflict with City of Ocean Shores interest or those of its clients, nor will I become engaged in such activity or business if employed.

I, the undersigned applicant for employment with the City of Ocean Shores, in consideration of the review of my employment application, do authorize the City of Ocean Shores to solicit information regarding my character, general reputation, previous employment, and similar background information, and to contact any and all references I have given on my application. I hereby release all parties and persons connected with any such request for information from all claims, liabilities, and damages for any reason arising out of the furnishing of such information. If employed, I release the City of Ocean Shores from any liability for future references it may provide regarding my work history at the City of Ocean Shores.

If employed, I further agree that if I lose, damage, or fail to return any of the property of the City of Ocean Shores, the City of Ocean Shores is authorized to deduct from my wages sufficient funds to replace its property.

It is my intention that any copy of this authorization be as effective as the original.

Date _____

Name
(Please Print) _____

Signature _____

DRIVING RECORD
(To be completed with application)

Name: _____
Please Print Last First MI

List all notices of infractions or traffic citations (other than parking tickets) which you have received in the past 5 years.

State	Month/Year	Type of Infraction

Infractions or citations will not necessarily remove you from consideration. The City of Ocean Shores will, however, consider your driving record when making employment decisions.

The information provided above is true to the best of my knowledge. I understand that providing false information is cause for elimination in the selection process or dismissal from employment.

Signed: _____ Date: _____

Finalists, upon notification that references will be checked, will be required to submit a copy of their driving abstract. Driving abstracts may be obtained at any Washington State Department of Licensing branch office for a small fee. Other states may have different procedures. This fee is at the Finalist's own expense.

City of Ocean Shores Driving Standards:

Applicants for positions in which the employee is expected to operate a motor vehicle must be at least 18 years old and will be required to present a valid Washington State driver's license with any necessary endorsements. Driving records of applicants may be checked. Applicants will be disqualified under the following circumstances:

- Violations
More than two moving traffic violations within the preceding three years; or reckless driving violation within the preceding five years; or driving while intoxicated within the preceding five years.
- Accidents
More than one motor vehicle accident within the preceding three years for which the applicant received a traffic or criminal citation and was convicted, forfeited bail, or entered a plea of "guilty" or "nolo contendere."

Are you a former or current City of Ocean Shores Employee?

☐ Yes ☐ No If Yes, please tell us:

When you
worked _____

Department _____

Position Title _____

Supervisor _____

Having a relative employed by the City of Ocean Shores will not necessarily bar you from employment.

Do you have any relatives employed by the City of Ocean Shores? ☐ Yes ☐ No

If yes, Please list their name/s and
relationship/s _____

Please tell us how you learned of this opening by circling the number of the source

- | | |
|---------------------------------|--|
| 1. Local Media | 8. School/College |
| 2. City of Ocean Shores Website | 9. Friend/Relative |
| 3. Internet (general) | 10. City of Ocean Shores Employee |
| 4. Jobs Available | 11. Professional Publication/Internet Site |
| 5. AWC Job Net | 12. Law Enforcement Digest |
| 6. Municipal Office | 13. Public Safety Testing |
| 7. Library | 14. Other |

APPLICATION ASSEMBLY and HIRING PROCESS:

Assemble application materials in this order: 1: City of Ocean Shores Application Front Page, 2: Work History, 3: Supplemental Questionnaire (if required), 4: Authorization To Release Employment Records, 5: Driving Record. 6: The following optional items may follow in this order: cover letter, resume, reference list, etc. Please make 7: this sheet the **LAST PAGE. Staple everything together in the top left corner.**

Those applicants who submit a complete and timely application and are invited to participate in the testing and/or interview stages of the selection process will be notified by phone, email, or mail. Those who are not will be notified by mail. Incomplete or late applications will not receive notification. Application screening is scheduled to begin on the first business day following the closing date and may take 5-10 business days.

Thank you for considering us as your prospective employer.