



# Seattle Municipal Court



## Court Clerk – Job 2022-01488

<b>SALARY:</b>	\$29.39 - \$34.22 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 - Inspectors
<b>CLOSING DATE</b>	11/01/22 04:00 PM Pacific Time

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### POSITION DESCRIPTION:

[Seattle Municipal Court's](#) mission is to provide a forum for individuals to resolve alleged violations of the law in a respectful, independent, and impartial manner. The Court is dedicated to advancing social justice issues by supporting personal, structural, and systemic change in our community, and building a diverse workforce. Candidates with the ability to effectively work with multi-cultural communities are encouraged to apply.

The Clerk's Office is a Division of the Seattle Municipal Court, which includes courtroom, jury, and records operations. 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.

***The Clerk's Office is currently recruiting to fill vacant regular and temporary Court Clerk positions. Court Clerk positions are onsite positions at the Justice Center downtown Seattle.***

***The Court may consider applicants from this recruitment process for future part-time, temporary, and full-time Court Clerk vacancies that may be available within the next six months.***

### **You will be successful in this role if you have a commitment for:**

- Public service and playing a part in justice system
- Working in a fast-paced collaborative work environment
- Providing excellent service to internal and external customers
- Learning new systems

### **Your effectiveness in this role will depend on your ability to:**

- Be an active listener and utilize good communication skills
- Learn and adapt to frequent changes in law, policy, work assignments, technology, processes, and procedures
- Exercise discretion, maintain confidentiality, and interact tactfully with customers of the court
- Multi-task accurately and independently while paying careful attention to the details
- Maintain flexibility and professionalism when working in courtrooms
- Remain calm, positive, and have a sense of humor while working in a tense environment.

**You will feel prepared if you have experience:**

- Working inside or in support of a courtroom or similar type of environment
- Using Word, Excel, and database computer programs with intermediate proficiency.

Selected candidates must be able to work any shift Monday through Saturday and holidays, and maintain regular, reliable, and punctual attendance.

**JOB RESPONSIBILITIES:**

- Record details of court proceedings and a variety of case related information into a court database Electronic Case File, Municipal Court Information System, and For the Record
- Monitor court proceedings to schedule court dates, answer questions, and ensure policies/processes are followed.
- Communicate and liaison between with judges, attorneys, defendants, court personnel, outside agencies, and the public.
- Maintain confidentiality with highly sensitive information.
- Remain calm and professional throughout stressful court proceedings.
- Engage in training with co-workers. Share knowledge and courtroom processes/procedures with team members.
- Keep current on constantly changing court technology, policies, and procedures.

**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.

**ADDITIONAL INFORMATION:**

**COVID 19 Vaccination Mandate** - City of Seattle employees are required to be fully vaccinated against COVID-19. If hired, you will be required to submit proof of vaccination prior to your employment start date. People are considered fully vaccinated two weeks after their second dose in a two-dose series or two weeks after a single-dose vaccine. Employees may make requests for a reasonable accommodation based on a medical disability or for sincerely held religious beliefs. Philosophical, political, scientific, or sociological objections to vaccination will not be considered for an exemption or accommodation.

**Why work at the City?**

The City of Seattle recognizes every City employee must play a role in ending institutional and structural racism. Our culture is the result of our behavior, our personal commitments, and the ways that we courageously share our perspectives and encourage others to do the same. To cultivate an antiracist culture, we seek employees who will engage in the Race and Social Justice Initiative by working to dismantle racist policies and procedures, unlearn the way things have always been done, and provide equitable processes and services.

**Benefits:**

The City of Seattle offers a comprehensive benefits package including vacation, holiday, and sick leave as well as medical, dental vision, life, and long-term disability insurance for employees. For more information go to this "[Benefits at a Glance Guide](#)".

Direct link to apply:

<https://www.governmentjobs.com/careers/seattle/jobs/3664417/court-clerk>

## Hiring Process

Qualified candidates must submit the following to be considered:

1. Completed NEOGOV online application and supplemental questions.

### Application Tips:

=> Update your application to make sure the employment dates on your application match the employment dates on your resume.

=> Give us the details of the responsibilities and tasks you performed in your current and previous positions. the more detail you provide, the better we are able to understand how your qualifications align with the needs of our opening.

2. PDF of your cover letter. PLEASE TELL US WHY WANT THIS JOB AND WHY YOU WANT TO WORK FOR THE SEATTLE MUNICIPAL COURT.

3. PDF of your resume.

### NOTE:

- 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.
- The Court may consider applicants from this recruitment process for future part-time, temporary, and full-time Court Clerk vacancies that may be available within the next six months.

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All City of Seattle employees are required to be fully vaccinated against COVID-19. Failure to submit proof of vaccination or qualify for a reasonable accommodation will result in withdrawal of the job offer.

**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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