



Court Clerk II

DEPARTMENT: DJA - Judicial Administration
DIVISION: Court Services
SALARY: \$27.81 - \$35.26 Hourly
LOCATION: Multiple locations in King County
JOB TYPE: Term Limited Temporary, Full Time, 35 hrs/wk
CLOSING DATE: 11/08/22 04:30 PM

SUMMARY:

Are you someone who enjoys learning on the fly, can adapt and make changes to solve problems and has a keen eye for detail? DJA's Court Services division is looking for outstanding Administrative Professionals who are interested in having a key role in justice system administration and management. Court Clerks attend and record the proceedings of criminal and civil courts, as well as a variety of legal hearings and accurately prepare a written record of King County Superior Court events.

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, incourt 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. Special duty opportunities are only open to current King County career services

employees. 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.

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 Gina Saucier at 206-263-1014. 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 but are not limited to:

- 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:

Forbes recently named King County as one of Washington State's best employers.

Together, with leadership and our employees, we're changing the way government delivers service and winning national recognition as a model of excellence. Are you ready to make a difference? [Come join the team](#) dedicated to serving one of the nation's best places to live, work and play.

Guided by our "[True North](#)", we are making King County a welcoming community where every person can thrive. We value diversity, inclusion and belonging in our workplace and workforce. To reach this goal we are committed to workforce equity. Equitable recruiting, support, and retention is how we will obtain the highest quality workforce in our region; a workforce that shares and will help advance our guiding principles--we are one team; we solve problems; we focus on the customer; we drive for results; we are racially just; we respect all people; we lead the way; and we are responsible stewards. We encourage people of all backgrounds and identities to apply, including Native American and people of color, immigrants, refugees, women, LGBTQ+, people living with disabilities, and veterans.

COVID-19 Vaccination Requirement

King County Executive Branch employees are required to be fully vaccinated against COVID-19. If you are the successful candidate for the position you applied for, the County will send you a conditional offer letter.

As a condition of employment, prior to a final offer of employment, you will be required to:

- submit proof of vaccination, or
- have an approved request for medical or religious exemption and an approved accommodation. Philosophical, political, scientific, or sociological objections to vaccination will not be considered for an exemption or accommodation.

People are considered fully vaccinated against COVID-19 two weeks after receiving the final dose of a vaccination approved by the Center for Disease Control and Prevention (CDC).

The Executive Branch includes employees in the Executive branch, the Assessor's Office, Elections, the King County Sheriff's Office, and the Executive Office.

King County is an Equal Employment Opportunity (EEO) Employer

No person is unlawfully excluded from employment opportunities based on race, color, religion, national origin, sex (including gender identity, sexual orientation and pregnancy), age, genetic information, disability, veteran status, or other protected class. Our EEO policy applies to all employment actions, including but not limited to recruitment, hiring, selection for training, promotion, transfer, demotion, layoff, termination, rates of pay or other forms of compensation.

To Apply

If you are interested in pursuing this position, please follow the application instructions carefully. If you need this announcement in an alternate language or format, would like to request accommodation or assistance in the application or assessment process or if you have questions please contact the recruiter listed on this job announcement.

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 #2022JF17282
COURT CLERK II
JF

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500 4th Ave. Rm. 553
Seattle, WA 98104
206-477-3404

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An Equal Opportunity Employer

Court Clerk II Supplemental Questionnaire

- * 1. Are you applying to this position as an eligible current or previous King County Employee Priority Placement Program Participant? Is this position the same or lower percentage of full-time when compared to the position held at the point of the notification of layoff? Do you possess the skills and abilities to qualify for this position?
 - ☐ Yes, I was given a layoff notice from my role at King County and I am within two years of the effective date of my layoff. Additionally, the position I was laid off from was the same or a higher percentage of FT status when compared to this one.
 - ☐ No.
- 2. If you answered yes to the question above and you are applying for this position as a Priority Placement Participant, to be considered, you must provide the following three pieces of information in the space provided: 1. The title you held when you received your layoff notice 2. The department you worked in 3. The effective date of your layoff
- * 3. Describe your experience working independently in a professional work environment with little or no direct supervision.
- * 4. Please describe your experience in learning professional terminology, examples would include but to be limited to legal or medical. 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 workplace and learn something new.
- * Required Question