



City of Fife Court Clerk

SALARY	\$5,355.85 - \$6,342.63 Monthly \$64,270.20 - \$76,111.56 Annually	LOCATION	Fife, WA
JOB TYPE	Full-Time, Regular	JOB NUMBER	2023-00066
DEPARTMENT	Municipal Court	OPENING DATE	04/25/2023
CLOSING DATE	12/31/2023 11:59 PM Pacific		

POSITION DESCRIPTION

This posting will be used to fill vacancies as they occur. If you have previously applied, you do not need to reapply.

Under the direction of the Court Administrator, perform routine clerical work in support of the municipal court function. This position requires public relations involvement, some independent judgment and organization skills.

The ideal candidate will have excellent oral and writing skills; ability to handle multiple priorities at once; be a problem-solver; have strong customer-service skills; provide assistance to the public regarding court dates, fines and court procedures; process cases before and after court hearings; process paperwork received by mail or in person; filing; ability to handle large volume of paperwork; and be proficient with Microsoft Office products. This is a high stress position that requires the ability to be politically astute and sensitive to issues that involve a diverse audience. Duties include performing data entry and case processing tasks using the Judicial Information System. Hours of work are generally 8:30am - 5:00pm, but can vary.

ESSENTIAL DUTIES

- Assist the public, defendants and attorneys on the phone and at the counter by answering questions related to court policies and procedures.
- Act as cashier, accept and receipt court payments at the counter, by mail, by credit card and other electronic means.
- Prepare fine payment agreements, monitor files for payment, and within established guidelines take appropriate action on past due accounts.
- Reconcile receipts daily
- Perform primary filing and scanning of documents
- Download and file citations and infractions
- Sort and route mail, respond to written correspondence
- Receive, review and process motions
- Issue FTA's on infractions and citations.
- Schedule and mail all hearing type notices to parties.
- Respond to various requests for public information.
- Monitor case dispositions for compliance

- Within established guidelines, determine and take necessary action on non-compliant cases. May include printing ordered warrants and or working in cooperation with department of licensing to suspend a license.
- Maintain courtroom audio equipment, certification and transcripts of all proceedings for appeal to superior court.
- Clerk courtroom during session, record proceedings, maintain recording logs, mark exhibits.
- Maintain accurate data entry in all court software
- Prepare and process orders for commitment and release, warrants, subpoenas, summonses, and other legal documents as ordered by the court.
- Prepare criminal and infraction court calendars. Ensure appropriate documentation is scanned.
- Assist in jury trial preparation
- Report dispositions to the Department of Licensing timely and accurately.
- Report dispositions to Washington State Patrol timely and accurately.
- Process photo enforcement violations
- Must be observant and alert to the activity of any individual that might be dangerous or hazardous to those in or near the courtroom or front office.

EDUCATION, EXPERIENCE & OTHER REQUIREMENTS

An equivalent combination of: graduation from high school including or supplemented by courses in legal and two years of increasingly responsible court-related clerical experience.

Judicial Information System experience is desired.

ADDITIONAL INFORMATION

KNOWLEDGE/SKILLS:

- Municipal Court practices and procedures
- Local ordinances, state laws and regulations
- Familiarity with various office equipment
- Telephone techniques and etiquette
- Correct English usage, grammar, spelling, punctuation and vocabulary

ABILITY:

- Maintain confidentiality
- Accurately follow laws, rules and court policies and procedures.
- Perform a wide variety of complex court-related clerical duties accurately
- Deal effectively with defendants and the public in high-stress situations
- Work in-depth as a "team member"
- Work independently and understand the need for confidentiality
- Attend ongoing training
- Operate courtroom electronic equipment
- Operate a variety of standard office machines and equipment
- Communicate effectively both orally and in writing
- Maintain accurate records
- Type at an acceptable rate of speed
- Utilize interpersonal skills using tact, patience and courtesy
- Calculate figures and amounts

Agency

City of Fife

Address

5411 23rd Street E

Fife, Washington, 98424

Phone

(253) 896-8609

Website

<http://www.cityoffife.org>