



## Wahkiakum County District Court

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64 Main Street  
Post Office Box 144  
Cathlamet, Washington 98612  
Telephone (360) 795-3461 Fax (360) 795-6506  
[districtcourt@co.wahkiakum.wa.us](mailto:districtcourt@co.wahkiakum.wa.us)

**Wahkiakum District Court needs a Deputy Clerk.** Requirements: age 18 or older, high school diploma or GED, computer and software knowledge. Our new team member will be highly motivated, eager to learn, dependable, detail oriented, have excellent communication skills and maintain a friendly, positive and compassionate demeanor. Cash handling experience and DOS experience is a plus but we will train the right person. This is a part-time Union opportunity within Wahkiakum County. 89.5 hours per month. \$21.67 to \$23.22 per hour DOE. Full position description follows. Please submit a *hand-written* cover letter, resumé, and completed Wahkiakum County Employment Application (available from Wahkiakum County website or the court) by October 2, 2023 to District Court at 64 Main Street, P.O. Box 144, Cathlamet WA 98612, or [districtcourt@co.wahkiakum.wa.us](mailto:districtcourt@co.wahkiakum.wa.us).

**Job Title: Deputy Clerk**

**Department:** District Court  
**Reports To:** Court Administrator

**Job Purpose:** Facilitates Judicial Orders by performing a variety of technical record keeping and clerical duties and by serving the public.

### **Essential Job Results:**

**MAINTAIN COURT RECORDS** by: preparing and processing forms, orders and documentation from original filing to final disposition; entering, verifying and backing up computer data; preparing reports.

**PERFORM OPERATIONS OF THE COURT** by: complying with all applicable laws, procedures and policies; receipting financial payments and making proper disbursements; managing supplies inventory; operating general office equipment; keep website, shared and monthly docket calendars all up to date; maintaining confidentiality when appropriate; dealing with public issues, questions, concerns and complaints.

**ASSISTS IN CONTINUED OPERATIONS OF THE DISTRICT COURT OFFICE** by: performing daily operations of the court and probation services; prioritizing, organizing and working independently in

accordance with established policies; accomplishing related results as needed; performing the duties of absent employees.

**MAINTAINS PROFESSIONAL AND TECHNICAL GROWTH** by:attending educational workshops approved by the Presiding Judge; reviewing professional publications.

**REQUIREMENTS** include: high school diploma or equivalent; basic typing and computer skills.

**MINIMUM QUALIFICATIONS:** approval of Presiding Judge.

**REQUIRED KNOWLEDGE, SKILLS, ABILITIES:** approval of Presiding Judge.

**NECESSARY SPECIAL REQUIREMENTS:** approval of Presiding Judge.

**SALARY RANGE:** Pay Classification 5, AFSCME Local 1557

**JOB CLASSIFICATION:** Part Time/Flexible

**HOURS WORKED:** Approximately 89.5 hours per month