



City of Edmonds Lead Court Clerk

SALARY	\$5,432.00 - \$6,932.00 Monthly	LOCATION	Edmonds, WA
JOB TYPE	Full Time - Regular	JOB NUMBER	2023-047
DEPARTMENT	Municipal Court	OPENING DATE	09/26/2023
CLOSING DATE	Continuous	UNION	AFSCME (Council 2)
		CLASSIFICATION	
APPLICATION REQUIREMENTS	A completed online application, an attached resume, and an accompanying cover letter are required to be considered for this position. An incomplete application packet will disqualify you. Applicants may attach additional information that will assist us in the review and selection process.	SOCIAL SECURITY NOTICE	Regular full time and regular part time City of Edmonds employees do not participate in the Social Security program. For information on how this may affect your retirement benefit, please call Social Security or visit their website https://www.ssa.gov/planners/retire/wep-chart.html .

Description

Applications received through Wednesday, October 11, 2023 at 4:30 PM will receive priority first review. This position will remain opened until filled but may be closed at any time a qualified candidate is selected.

About the Position

Pursuant to the terms of GR 29, all Edmonds Municipal Court personnel are under the supervision of the presiding judge and are employed by the judicial branch. This position under the direction of the Court Administrator, performs technical clerical work needed to support the Edmonds' Municipal Court operations; serves as lead worker and provides primary support to the Court's general administrative staff and functions.

To view the full job description, please visit the following link: [Lead Court Clerk \(Download PDF reader\)](#)

About the Court

Edmonds Municipal Court is a court of limited jurisdiction that hears all levels of misdemeanors, traffic infractions, and violations of other civil ordinances. In 2018, the Court processed 9,940 filings. The beautiful courthouse is located in the City's public safety building and boasts natural light and ample space. The Honorable Whitney Rivera is the current presiding judge. The staff consists of one probation officer and five full-time equivalent clerks. The Court has already started transitioning to a "paperless" system and hopes to complete that project this year.

About the City

The City of Edmonds is a beautiful community on the Puget Sound waterfront with a population of 42,980 and is the gateway to the Olympic peninsula via the state ferry system. Edmonds provides a full range of services, including contracted fire services, police services a municipal court, a community pool, a regional performing arts facility, public works and utilities, a regional wastewater treatment facility, along with community events and services through our Parks,

Recreation, and Cultural Services Department. Six department directors report directly to the Mayor and oversee approximately 256 full-time-equivalent employees.

Examples of Duties

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- May perform any or all the duties of a court clerk.
- Train and provide work direction and counsel to court clerks on court procedures, operating standards, and conflict resolution skills.
- Ensure court clerk compliance with court policies and procedures.
- Process, reconcile, and deposit daily court receipts; research any discrepancies; make adjustment according to policy and procedure; record daily deposit, and prepare required reports.
- Monitor the court's Trust Account and determine bail/bond disposition in compliance with court policy; follow-through with bond and bail forfeitures as ordered by the court.
- Oversee and coordinate the accurate retention and scanning of court records. Provide technical assistance and coordinate with the City Information Technology (IT) Department as needed.
- Evaluate and document court operational procedures and make recommendations for changes as necessary.
- Maintain and update the court procedure manuals.
- Process all appeals in accordance with Washington State Law guidelines.
- Assist the Court Administrator and Assistant Court Administrator with case flow management; research and organize data; develop special projects reports and studies; analyze and organize information and reports related to administrative support services.
- Maintains adequate inventories of office supplies and process requisitions and orders.
- Assisting with and executing passports.
- Performs other related duties as assigned that are within the scope of this position classification.

Minimum Qualifications

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent and two (2) years of college level court work or training in business, criminal justice, paralegal, administrative support, and/or recordkeeping. Three (3) years increasingly responsible experience working in a district or municipal court.
- An equivalent combination of education, training, and experience which allows the incumbent to successfully perform the essential functions of the position may also be considered.
- Preferred Qualifications: Thorough knowledge of rules and procedures related to the court's case management system. Knowledge and understanding of court clerk duties.

Required Licenses or Certifications:

- May be required to possess or obtain a US Department of State Passport Certification within 3 months after hire.
- A criminal background check is required following a verbal offer of employment. Criminal history is not an automatic employment disqualifier. Results are reviewed on a case-by case basis.

Supplemental Information

WORKING CONDITIONS:

Environment:

- Office Environment
- Constant Interruptions

Physical Abilities:

- Hearing, speaking or otherwise communicating to exchange information in person or on the phone.
- Reading and understanding a variety of materials.
- Sitting or otherwise remaining stationary for extended periods of time.
- Bending at the waist, reaching above shoulders and horizontally or otherwise positioning oneself to accomplish tasks
- Manual dexterity and visual acuity to operate a personal computer and other standard office equipment.

Hazards

- Exposure to potential anti-social or criminal persons.
- May have contact with dissatisfied or upset individuals.

Agency

City of Edmonds

Address

121 5th Ave N

Edmonds, Washington, 98020

Phone

425-775-7740

Website

<http://www.edmondswa.gov>

Lead Court Clerk Supplemental Questionnaire

*QUESTION 1

Please briefly list ANY court or government software programs (i.e., JIS, JABS, SAW, time entry programs, interpreter applications, payment applications, record management applications, budget software) you are familiar with. Include years and level of knowledge for each program (i.e., JIS – 10 years –expert level/all functions, Peoplesoft or Eden time entry – 3 years – intermediate level/entry only, 1lingua interpreter scheduling – 1 year – entry level/job posting only).

*QUESTION 2

Please list if you have any experience and knowledge of JIS Accounting processing (i.e, transactions, refunds, end of day, end of month, ARS Reports and auditing, UCP reporting, collections and transaction problem solving).

*QUESTION 3

This position would be part of a team that operates in a small office setting. Members of the team frequently cover each other's duties and work collaboratively with one another (i.e., passport coverage, front counter, and phones). Please briefly describe the skills you would bring to this type of work environment.

*QUESTION 4

Please summarize your understanding of General Rule 29.

* Required Question