

Kitsap County

## COURT CLERK - DISTRICT COURT

**SALARY** \$22.45 - \$31.73 Hourly

**JOB TYPE** Full Time (40 hrs/wk)

**OPENING DATE** 01/29/2024

**FLSA** Non-Exempt

**LOCATION** Port Orchard, WA

**DEPARTMENT** District Court

**CLOSING DATE** 2/11/2024 11:59 PM Pacific

**BARGAINING  
UNIT** 1308, 1308CD, 1308G, JVCRTS

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### OVERVIEW



**Kitsap County District Court has an exciting opportunity for a Court Clerk to join their team!**

The ideal candidate will have a strong administrative background with an interest in the legal system. If you have solid attention to detail, are a team player, and enjoy the idea of helping serve your community, this could be the job for you!



The Kitsap County District Court is a court of limited jurisdiction, and has jurisdiction over misdemeanors and gross misdemeanor crimes. Court Clerks perform a variety of duties for the Court including researching court files and records, preparing and processing documents and orders, administering oaths, and managing court calendars. They play an integral part of the District Court team, by creating, preserving, and protecting the official record of the court. Accuracy is vital to protect the rights of participants and to maintain the integrity of the judicial process. Court Clerks work closely with the four elected judges, staff, defense attorneys, prosecuting attorneys, interpreters, and other criminal justice partners.

**The full salary range for this position is \$22.45 - \$31.73, however, the anticipated starting wage is \$24.78.**

## **QUALIFICATIONS FOR PERFORMANCE OF THE ESSENTIAL FUNCTIONS**

### **REQUIRED EDUCATION AND EXPERIENCE:**

- High School Diploma AND
- Two years progressively responsible clerical experience which includes personal computer data entry and working with the public in a customer service focused position such as front office or reception.
- Note: Up to six months of related coursework from a college, university or business school recognized by the US Department of Education may be substituted for up to six month of experience.

### **PREFERRED EDUCATION, EXPERIENCE, OR QUALIFICATIONS:**

- Two (2) years clerical or office experience in the courts, legal or criminal justice fields.
- Previous cashiering, cash handling or retail experience.
- The ideal candidate will have recent (within five years) experience working with or in the justice system.

### **Criminal Conviction Standards:**

- The successful incumbent will or may have unsupervised access to children under 18 years of age, a vulnerable adult, or a vulnerable person, or access to a secured/confidential facility or computer system(s). As a result, Kitsap County will be conducting an extensive criminal background check by law enforcement agencies, which may include fingerprinting.
  - Please review the following list of disqualifying crimes and negative actions to determine if you meet our standard for this position:  
<https://www.dshs.wa.gov/sites/default/files/FSA/bccu/documents/Secretary%27sCrimesListforALLPrograms.pdf>  
(Download PDF reader)

### **Prior to employment, the successful candidate must:**

- Pass a criminal background check through law enforcement agencies.

- Submit official transcripts from an accredited college or university or business school, if education is being used to meet the minimum qualification.
- Pass all job-related examinations/tests necessary to demonstrate required knowledge, skills and abilities, as determined by the hiring authority at time of job posting.

### **PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT**

*(The physical demands described are representative of those that must be met by the employee to successfully perform the essential functions of this job. Kitsap County provides reasonable accommodation to enable individuals with disabilities to perform the essential functions.)*

- The duties in this position are performed in an office setting, and you may be required to lift at least 20 pounds.
- Incumbents may be exposed to hostile individuals while in the courtroom or office setting

### **ILLUSTRATIVE EXAMPLE OF DUTIES**

**In this role, you will have the opportunity to:**

- Performs oversight of certain legal processes to ensure the timely release of defendants from custody, the issuance and quashing of arrest warrants, and assignment of legal counsel
- Proficiently utilize multiple computer/software programs simultaneously to independently evaluate, input and disseminate legal documents pursuant to governing state statutes, and state and local court rules.
- Read, interpret and apply a variety of legal documents while upholding the utmost level of confidentiality where required.

### **OTHER POSITION RELATED INFORMATION**

- **Who May Apply:** This position is open to the general public. Applications will be screened for qualifications and completion of all the required materials and forms. The most competitive applicants may be contacted for further steps in the selection process, which may include testing for office and computer skills.
- This position is classified as eligible for overtime under the Fair Labor Standards Act (FLSA)
- This position is covered under a collective bargaining agreement with AFSCME 1308 and the Kitsap County Personnel Manual. **Internal applicants should be aware that a change in union status or bargaining unit may impact your benefits and accruals. Please contact Human Resources if you have questions.** Employees joining the union will be required to pay union dues through payroll deduction. Membership in the union is optional.
- Kitsap County is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to age, ancestry, color, family or medical care leave, gender identity or expression, genetic

information, marital status, medical condition, national origin, physical or mental disability, political affiliation, protected veteran status, race, religion, sex (including pregnancy), sexual orientation, or any other characteristic protected by applicable laws, regulations and ordinances. We also consider qualified applicants regardless of criminal histories, consistent with legal requirements. If you need assistance and/or a reasonable accommodation due to a disability during the application or the recruiting process, please contact our Human Resources Office.

- This recruitment is being used to fill an existing open position and may be used to fill future openings for up to six (6) months.
- Work hours for this position are Monday – Friday, 7:45 a.m. – 4:30 p.m.
- Only authorized employees and hiring authorities have access to the application materials submitted. Per RCW 42.56.250, all applications for public employment, including the names of applicants, resumes, and other related materials submitted with respect to an applicant are exempt from public inspection.

## **Benefits**

At Kitsap County, we strive to take care of our team! Our employees are the greatest asset of Kitsap County, and we take pride in offering a highly competitive compensation and benefits package to all eligible employees.

### **County Paid Benefits Include:**

Medical - Kaiser Permanente (HMO) or Aetna (PPO)

Dental - Delta Dental or Willamette

Vision – VSP

Flexible Spending Accounts (FSA)

Life Insurance – Basic, Accidental Death and Dismemberment (AD&D), Voluntary Term Life Insurance (VTL)

MetLife Long Term Disability

Voya Voluntary Insurance

Transportation incentives

Employee Assistance Program

Travel Assistance Program

Wellness program <https://spf.kitsapgov.com/hr/Pages/Wellness.aspx>

Benefits become effective on the first calendar day of the month following the month in which the employee is hired except if the employee's hire date is the first calendar day of the month, benefits begin on the day of hire. More information about employee benefits is available on the county's website at: <https://spf.kitsapgov.com/hr/Pages/Benefits.aspx> or the [Kitsap County Digital Benefits Guide \(Download PDF reader\)](#).

\*Voluntary benefit options also available at the employee's expense

### **Retirement:**

Employees are covered under the PERS retirement plan provided through the [Washington State Department of Retirement Systems](#) and Social Security.

Deferred Compensation (IRS Plan 457b): tax-deferred savings program

### **Holidays**

11 paid holidays and 2 additional floating holiday per year

### **Vacation Leave**

New employees are credited with 48 hours of annual leave upon hire and will begin accruing at the rate of 8 hours per month starting on their 7th month of employment. Employees may carry over 360 hours from one calendar year to the next. Annual leave accrual will increase upon tenure, as follows:

Upon completion of 3 years: 15 days per year (10.00 hours per month)

Upon completion of 5 years: 20 days per year (13.33 hours per month)

Upon completion of 10 years: 25 days per year (16.67 hours per month)

### **Sick Leave**

All new hires will be credited with 48 hours of sick leave upon hire and will begin accruing at the rate of 8 hours per month starting on their 7th month of employment. Employees may carry over 1200 hours from one calendar year to the next.

***\*\*\*Part-time employees benefit contributions and leave accruals will be prorated\*\*\****

### **Additional compensation that you may be eligible for:**

Shift differential

Overtime

Stand by pay

Call-back pay

### **Current County Employees**

If you are transferring or promoting into this position you are responsible for reviewing these benefit changes; prior to accepting a position. In addition, it is your responsibility to notify the Auditor's Payroll Division of a change in union status.

### **Union Membership**

This position is covered under AFSCME Local 1308 Courthouse Employees collective bargaining agreement. To view the bargaining agreement please visit our website: <https://www.kitsapgov.com/hr/Pages/Collective-Bargaining-Agreements.aspx>

**NOTE:** This is a general overview of the benefits offered through employment with Kitsap County, and every effort has been made to ensure its accuracy. If any information on this document conflicts or is incorrect with the provisions of the Personnel



Manual, applicable laws, policies, rules or official plan documents they will prevail. The Personnel Manual is available at: <https://www.kitsapgov.com/hr/Pages/Personnel-Manual-2019.aspx>

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**Agency**

Kitsap County

**Address**

614 Division St, MS#23A

Port Orchard, Washington, 98366

**Phone**

360.337.7185

**Website**

<https://www.governmentjobs.com/careers/kitsap>

## COURT CLERK - DISTRICT COURT Supplemental Questionnaire

**\*QUESTION 1**

(REQ-1) I certify that I have read the complete job classification for this position and I am able to perform the essential functions of this position, with or without reasonable accommodations.

☐ YES

☐ NO

**\*QUESTION 2**

(REQ-2) I understand that all related experience must be listed under the Work Experience section of this application and that it must include a detailed explanation of my roles and responsibilities at each relevant employer. I also understand that resumes are not rated or reviewed for minimum and preferred qualifications and that an incomplete application or lack of details will disqualify my application. (Please note: The quality and completeness of the application will be considered in determining whether applicants will move to the next phase of the screening.)

☐ YES

☐ NO

### **\*QUESTION 3**

**How do you best meet the minimum qualifications for this position?**

- ☐ Two years of progressively responsible clerical experience which includes data entry and working with the public in a customer focused position.
- ☐ 1.5 years of progressively responsible clerical experience which includes data entry and working with the public in a customer focused position and at least 6 months of related coursework such as business, office management, or criminal justice.
- ☐ Education only
- ☐ No related education or experience

### **\*QUESTION 4**

**Do you have previous office experience working in the courts, legal, or criminal justice fields? \*If yes, all relevant experience must be listed on your application. Resumes will not be rated, information must be listed on the application under work history for consideration.**

- ☐ Yes
- ☐ No

### **\*QUESTION 5**

**Do you have recent (within the last five years) relevant work experience in the court system, judicial environment or legal field within Washington State? (The information regarding experience MUST be listed on your application under the work history to be considered for employment)**

- ☐ Yes
- ☐ No

### **\*QUESTION 6**

**If yes, please describe your relevant work experience in the court system, judicial environment or legal field. (The following MUST also be included on your application under the work history)**

### **\*QUESTION 7**



**Select all of the Microsoft Office software products with which you are proficient:**

- ☐ Microsoft Word
- ☐ Microsoft Excel
- ☐ Microsoft Outlook
- ☐ Microsoft Access
- ☐ Microsoft SharePoint
- ☐ None of the above

**\*QUESTION 8**

**Do you have two (2) years of cashiering, cash handling or retail experience?**

- ☐ Yes
- ☐ No

**\*QUESTION 9**

**Do you have experience working within a court room?**

- ☐ Yes
- ☐ No

**QUESTION 10**

**If you selected yes above, describe your in-court clerk responsibilities and indicate whether it was for municipal, district or superior court.**

**\* Required Question**