

City of Elma



JOB ANNOUNCEMENT

JOB TITLE: DEPUTY COURT CLERK

DEPARTMENT: Court

REPORTS TO: COURT ADMINISTRATOR

EFFECTIVE DATE: OCTOBER 31, 2024

SALARY: \$24.00 PER HOUR

The position of Deputy Court Clerk is Part-time, up to 60 hours a month, overtime eligible position. The employee in this position is not a Civil Service employee, and union membership (or lawful membership alternative) is available. The employee in this position is expected to be present during assigned office hours, agreed upon with the Court Administrator. This position is required to work the 2nd and 4th Thursday and Friday of every month, alternate on call weekends with the Court Administrator, cover vacation schedules or other staffing shortages.

Under the direction of the Judge and Court Administrator, the Deputy Court Clerk assists with the duties of the Municipal Court. This position is a non-supervisory position. This is a Fair Labor Standards Act non-exempt position. The employee in this position is required to work professionally with outside agencies and always present themselves in a professional manner.

In addition, the employee must be able to analyze, plan and organize workflow and to prioritize jobs to meet deadlines. Having a good working knowledge of Microsoft Office products is required.

RECRUITING REQUIREMENTS

- High school diploma or equivalent.
- Experienced in the use of Microsoft Office products
- Experience or training in clerical work - Court related work experience preferred
- Must be willing to submit to a background check
- Any combination of experience and training that provides the desired skills, knowledge and abilities.

For the complete job description, please visit: www.cityofelma.com.

Open until filled.

JOB DESCRIPTION

JOB TITLE: Deputy Court Clerk

DEPARTMENT: Municipal Court

REPORTS TO: Court Administrator

EFFECTIVE DATE: October 31, 2024

The position of Deputy Court Clerk is Part-time, up to 60hours a month, overtime eligible position. The employee in this position is not a Civil Service employee, and union membership (or lawful membership alternative) is available. The employee in this position is expected to be present during assigned office hours, agreed upon with the Court Administrator. This position is required to work the 2nd and 4th Thursday and Friday of every month, alternate on call weekends with the Court Administrator, cover vacation schedules or other staffing shortages.

MAJOR FUNCTION AND PURPOSE

The Deputy Court Clerk is under the direct supervision of the Court Administrator. The Deputy Clerk is responsible for daily office functions, which can vary, Warrant Processing, Arraignment Calendar, Court Appointed Attorney Calendars, Ticket Processing, Filing, Record Retentions.

GENERAL FUNCTION

The Deputy Clerk may have day-to-day interaction with the general public, providing customer service as needed. Which requires general knowledge of how the court operates. The Deputy Clerk has a shared responsibility for clerical duties. This individual must know how to use Microsoft Word, ability to format documents, use email, answer phones etc.

JOB DUTIES AND RESPONSIBILITIES

The job duties and responsibilities represented in this job description in no way imply that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by the Court Administrator. This job description reflects general details as necessary to describe the primary functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the work load.

JOB DUTIES

- Prepares bench warrants, and failure to appear notices and forwards such documents to appropriate agencies
- Creates and maintains files pertaining to citations, criminal cases, bench warrants and all other court documents
- Prepares and updates court docket, verifying court appearances accordingly
- Prepares and issues hearing notices and other miscellaneous correspondence
- Assigns case numbers and enters appropriate data into computer system
- Schedules and assigns court dates and generates hearing notices
- Schedules time payment plans for individuals with financial obligations to the court and maintains current computer records of pertinent information
- Functions as courtroom support during court sessions
- Use office machines as required. In charge of ordering all office equipment and supplies.
- Respond to public inquiries in a courteous manner; provide information within scope of knowledge or refer to appropriate level for additional information.
- Release defendants from jail under Judges order. Prepare Warrants, Quash warrants, enter No Contact Orders
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- Examine legal documents submitted to court for adherence to law or court procedures, r information for court and instruct parties when to appear in court.
- Deposit and account for cash received; prepare bank deposits

KNOWLEDGE, SKILLS AND ABILITIES

While requirements may be representative of minimum levels of knowledge, skills and abilities, to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

- Basic data entry and word processing skills
- Knowledge of file maintenance procedures and filing systems
- Knowledge of court policies, procedures and documentation
- Knowledge of basic accounting procedures
- Familiarity with traffic and criminal laws
- Ability to use a variety of common office equipment

- Basic knowledge of English composition
- Ability to communicate effectively and courteously with other City employees and the general public

WORKING CONDITIONS

Work is performed in an office. The position is clerical in nature. There are no extraordinary physical demands on the employee in this position. This position requires extensive reading and involves repetitive motions tasks.

CONTACTS AND RELATIONSHIPS

The Deputy Court Clerk will routinely have contact with the police department, the public defender, the city attorney, private attorneys, and various other agencies. These contacts are in person, by writing or by phone, and are exclusively to provide or collect information.

PHYSICAL REQUIREMENTS

The employee must have the ability to conduct voice communication both in person and via the telephone to communicate with others. Hand-eye coordination is required to operate common office equipment.

RECRUITING REQUIREMENTS

Office-clerical experience, preferably in a judicial system

18 years or older

EXPERIENCE AND TRAINING

Any combination of experience and training that provides the desired skills, knowledge, and abilities.

Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This position is subject to a 6month probationary period which at any time can be terminated without recourse. This job description does not constitute an employment agreement between the Employer and employee and is subject to change as the needs of the Employer and requirements of the job change.

Applicant Signature:

Date:



POSITION YOU ARE APPLYING FOR:
DEPUTY COURT CLERK

SUBMIT A SEPARATE APPLICATION FOR EACH POSITION

APPLICATION FOR EMPLOYMENT

BOX PO BOX 2013, 202 W. Main Street, Elma, WA 98541 • (360) 482-2603 Website:

www.cityofelma.com

Email: rose.carter@mail.courts.wa.gov

PLEASE CHECK VACANCY ANNOUNCEMENT IF A RESUME OR SUPPLEMENTAL QUESTIONNAIRE IS REQUIRED TO BE ATTACHED TO YOUR APPLICATION. NOTE: AN INCOMPLETE APPLICATION MAY DISQUALIFY YOU. PLEASE BE CERTAIN TO SIGN YOUR APPLICATION

The City of Elma is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, sexual orientation, religion, national origin, marital status, genetic information, veteran's status, disability, or any other basis prohibited by federal, state or local law.

NAME: _____
LAST/FIRST/MIDDLE INITIAL

ADDRESS: _____
STREET/CITY/STATE/ZIP CODE

Are you over the age of 18? ☐ YES ☐ NO If not, give date of birth: _____

HOME TELEPHONE: _____ **MESSAGE #:** _____ **WORK #:** _____ **EMAIL ADDRESS:** _____

U.S CITIZEN OR DO YOU HAVE A VISA PERMITTING YOU TO WORK IN THE U.S.? YES ☐ NO ☐ INS DOCUMENT #: _____

DO YOU POSSESS A VALID DRIVER'S LICENSE? YES ☐ NO ☐ CDL ENDORSEMENT? YES ☐ NO ☐ CLASS _____

DO YOU WISH TO CLAIM VETERAN'S PREFERENCE? (POLICE OFFICER & FIREFIGHTER POSITIONS ONLY) YES ☐ NO ☐

EDUCATION:

TYPE OF SCHOOL	SCHOOL AND LOCATION	DATES OF ENROLLMENT	MAJOR COURSE	DEGREE/DATE
HIGH SCHOOL OR G.E.D.		DO NOT COMPLETE THIS BOX		DO NOT COMPLETE THIS BOX
BUSINESS OR TECH				
UNDERGRADUATE STUDIES				
GRADUATE STUDIES				
OTHER COURSES AND TRAINING				

SPECIAL SKILLS OR PROFESSIONAL LICENSES: _____

PROVIDE THE NUMBER OF YEARS OF EXPERIENCE, TRAINING AND/OR SPEED IN EACH OF THE FOLLOWING:

COMPUTER HARDWARE/SOFTWARE
(INDICATE WHAT TYPE AND LENGTH OF TIME)

WORD PROCESSING EQUIPMENT
(INDICATE WHAT TYPE AND LENGTH OF TIME)

10 KEY:

DATA ENTRY:

KEYBOARDING SPEED:

PROFESSIONAL REFERENCES: (Please do not list relatives or personal references)		
Name	Address	Phone

To the best of my knowledge, the information herein is true and complete. I understand that falsification of this application will be grounds for elimination from further considerations or, if employed, for dismissal at any time. I authorize my previous employers to furnish the City of Elma my performance record, reason for leaving and all information they may have concerning me. I hereby release my previous employers and the City of Elma from any and all liability for any damage whatsoever arising there from. I authorize investigation of all statements in this application.

Signature (Required): _____ DATE: _____

WORK HISTORY: BEGINNING WITH YOUR CURRENT OR MOST RECENT EMPLOYMENT, LIST YOUR WORK/EXPERIENCE HISTORY INCLUDING ANY GAPS OF EMPLOYMENT. PLEASE COMPLETE THE FOLLOWING SECTIONS FULLY EVEN IF YOU ARE SUBMITTING A RESUME IN ADDITION TO THIS APPLICATION. AN INCOMPLETE APPLICATION MAY DISQUALIFY YOU. ALL APPLICATIONS MUST BE SIGNED

POSITION TITLE: _____

EMPLOYER'S NAME: _____

FROM (MO/DAY/YR): _____ TO (MO/DAY/YR): _____

STREET ADDRESS: _____ CITY/ST: _____ SUPERVISOR: _____

PHONE: _____ HOURS WORKED PER WEEK: _____ F/T ☐ or P/T ☐

NUMBER OF EMPLOYEES SUPERVISED BY YOU: _____ MAY WE CONTACT THIS EMPLOYER? YES ☐ NO ☐

REASON FOR LEAVING/ DESIRE TO LEAVE: _____

PRIMARY DUTIES: _____

POSITION TITLE: _____

EMPLOYER'S NAME: _____

FROM (MO/DAY/YR): _____ TO (MO/DAY/YR): _____

STREET ADDRESS: _____ CITY/ST: _____ SUPERVISOR: _____

PHONE: _____ HOURS WORKED PER WEEK: _____ F/T ☐ or P/T ☐

NUMBER OF EMPLOYEES SUPERVISED BY YOU: _____ MAY WE CONTACT THIS EMPLOYER? YES ☐ NO ☐

REASON FOR LEAVING/ DESIRE TO LEAVE: _____

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POSITION TITLE: _____

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PHONE: _____ HOURS WORKED PER WEEK: _____ F/T ☐ or P/T ☐

NUMBER OF EMPLOYEES SUPERVISED BY YOU: _____ MAY WE CONTACT THIS EMPLOYER? YES ☐ NO ☐

REASON FOR LEAVING/ DESIRE TO LEAVE: _____

PRIMARY DUTIES: _____

POSITION TITLE: _____

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NUMBER OF EMPLOYEES SUPERVISED BY YOU: _____ MAY WE CONTACT THIS EMPLOYER? YES ☐ NO ☐

REASON FOR LEAVING/ DESIRE TO LEAVE: _____

PRIMARY DUTIES: _____

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STREET ADDRESS: _____ CITY/ST: _____ SUPERVISOR: _____

PHONE: _____ HOURS WORKED PER WEEK: _____ F/T ☐ or P/T ☐

NUMBER OF EMPLOYEES SUPERVISED BY YOU: _____ MAY WE CONTACT THIS EMPLOYER? YES ☐ NO ☐

REASON FOR LEAVING/ DESIRE TO LEAVE: _____

PRIMARY DUTIES: _____

Additional pages may be added following the above format for additional job history if necessary

APPLICANT NAME: _____ POSITION APPLIED FOR: _____

ARE YOU A CURRENT OR FORMER CITY OF ELMA EMPLOYEE? YES ☐ NO ☐

POSITION & DEPT.: _____ DATES: _____

HAVING A RELATIVE EMPLOYED BY THE CITY WILL NOT NECESSARILY BAR YOU FROM EMPLOYMENT.

NAME OF ANY RELATIVES EMPLOYED BY THE CITY: _____ RELATIONSHIP: _____ DEPT: _____

EQUAL OPPORTUNITY EMPLOYMENT

We would appreciate completion of the equal employment information below. This is entirely voluntary. This information will be kept confidential and will be retained separately from your application.

Please check groups with which you identify (please specify): MALE ☐ FEMALE ☐

☐ CAUCASIAN

☐ AFRICAN AMERICAN

☐ ASIAN ☐ NATIVE AMERICAN

☐ HISPANIC

☐ OTHER

HOW DID YOU LEARN OF POSITION OPENING? Please identify the sources:

Referral Agency (Name): _____

Newspaper (Name): _____

Magazine/Professional Journal (Name): _____

Job Posting (Where Seen): _____

Internet Source (Please identify): _____

Friend or associate (check): ☐

PLEASE READ CAREFULLY BEFORE SIGNING THIS APPLICATION

I authorize the City to investigate all statements in this application and to secure any necessary information from all my employers, references, academic institutions. I hereby release all of those employers, references, academic institutions, and I release the City from any and all liability arising from the release giving or receiving information about my employment history, my academic credentials or qualifications, and my suitability for employment with the City. I also authorize the City to secure financial and credit information through an appropriate agency, and I understand that, upon my written request made within a reasonable period of time, the agency providing a consumer credit report to the City will provide me with a complete description of the nature a scope of the credit report investigation.

I understand that any offer of employment is contingent upon receipt of a satisfactory report concerning my credit, academic credentials, employment credentials, and employment references. I further understand that any false or misleading statements will be sufficient cause for rejection of my application if the City has not employed me and for immediate dismissal if the City has employed me. I also authorize the City to supply information about my employment record, in whole or in part, in confidence to any prospective employer, government agency, or other party having a legal and proper interest, and I hereby release the City from any and all liability for its providing this information.

In the event of my employment with the City, I will comply with all rules, regulations, and policies set forth in the City's policy manual or the communications distributed by the City.

I understand that nothing in this employment, in the City's policy statements or personnel guidelines, or in my communications with any City official is intended to create an employment contract between the City and me. I also understand that the City has the right to modify its policies without giving me any advance notice of changes. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the City unless it is made in writing and signed by the Mayor. I understand that if an employment relationship is established, I have the right to terminate my Employment relationship at any time for any reason. I also understand that the City retains the right to terminate my employment at any time for any reason.

I hereby acknowledge that I have read and understand the preceding statement.

Signature of Applicant

Date

To: _____

I hereby request and authorize to furnish the City of Elma with any and all information they may request concerning my work record, education history, military record, financial statues, criminal record, and general reputation. This authorization is specifically intended to include any and all information of a confidential or privileged nature as photocopies of such documents, if requested.

This information will be used for the purpose of determining my eligibility for employment with the City of Elma.

I hereby release you and the City of Elma from any liability which may or could result from furnishing the information requested above or from any subsequent use of such information in determining my qualifications to be considered as an employee of the City of Elma.

Signature

Date

NOTE: This form may be retained in your file.