



City of Tukwila

Court Operations Associate - Bailiff (Judicial Assistant/In-Court Clerk)

SALARY	\$6,237.00 - \$7,579.00 Monthly \$74,844.00 - \$90,948.00 Annually	LOCATION	WA 98188, WA
JOB TYPE	Full-Time	JOB NUMBER	25-00037
DEPARTMENT	MUNICIPAL COURT	OPENING DATE	04/23/2025
CLOSING DATE	5/7/2025 5:00 PM Pacific		

Description



Mission Statement of the Tukwila Municipal Court

The Tukwila Municipal Court is committed to providing the community with a fair, efficient, and accessible venue for the timely resolution of alleged law violations in an atmosphere of mutual respect and dignity for all its employees and customers. The Tukwila Municipal Court is dedicated to its partnership with the City of Tukwila in enhancing the quality of life and safety of our community.

The Tukwila Municipal Court is seeking to hire a **Bailiff**. The **Bailiff** will perform duties as the In-Court Clerk for all Municipal Court proceedings, and assists the presiding Judge in the daily operation of the Municipal Court.

About the City

The City of Tukwila is 9.6 square miles of opportunity and a dynamic place to work. The population is over 22,000 at night and up to 150,000+ during the day. Tukwila shares borders with the Cities of Seattle, Renton, SeaTac, Burien, and Kent. Its central location lies in the heart of the Puget Sound region, sitting 12 miles south of downtown Seattle, 17 miles north of downtown Tacoma, and just east of SeaTac Airport. It is easily accessed by I-5 and I-405 or via either of Tukwila's two train stations, the Sounder Station or the Sound Transit Light Rail Station.

HOW TO APPLY:

Please submit an online **application, cover letter, and resume** via our NEOGOV job link. Initial screening will be solely based on the contents and completeness of the "education" and "work experience" sections of your application along with your cover letter and resume.

Veteran's Preference:

City of Tukwila follows the guidance given by the State of Washington regarding applying Veteran's Preference under provisions of RCW 73.16.010 and WAC 357.16.110 (2). Please attach a copy of your DD214 or NGB Form 22 to your online application if you are eligible to claim Veterans Preference. Character of service should reflect as being Honorable. General discharge under Honorable Condition does not qualify.

Selection Process:

This selection process may include but is not limited to evaluation of application materials and supplemental questions, testing, and interviewing. If you need assistance and/or a reasonable accommodation due to a disability during the application or the recruiting process, please send a request to Human Resources at, HumanResources@tukwilawa.gov.

Essential Duties and Responsibilities

- Assists the Judge in processing court cases, to include providing defendant criminal history, incarceration status/location, and sentencing conditions to the Judge.
- Staffing the courtroom during session; recording proceedings; maintaining recording logs; marking exhibits; and processing orders of the court.
- Keeps accurate and complete records; makes required docket entries; and prepares for issuance of orders of commitment and release, warrants, subpoenas, summons, and other legal documents as ordered by the court.
- Ensures readiness for court proceedings, to include setting up and maintaining video equipment.
- Maintains reasonable, predictable, and regular attendance during the standard work week.
- Maintains and compiles statistical data and prepares reports.
- Maintains current knowledge of applicable regulations and laws and assists in implementing required changes.
- May serve as lead to support staff to include training, reviewing, and monitoring the workflow of staff.
- Coordinates Jurors for Jury trials.
- May maintain and update law library.

Knowledge, Skills and Abilities

KNOWLEDGE (position requirements at entry):

- Grammar, spelling and punctuation;
- File maintenance techniques;
- Customer service techniques;
- Terminology, laws, rules, regulations, and policies governing area of assignment; and
- Office practices and procedures.

SKILLS (position requirements at entry):

- Handling multiple tasks;
- Maintaining confidentiality;
- Resolving problems;
- Applying customer service techniques;

- Creating and maintaining file systems;
 - Applying recordkeeping techniques and practices;
 - Using proper grammar, spelling and punctuation;
 - Performing basic mathematical calculations;
 - Paying attention to detail and accuracy;
 - Using office equipment such as phones, typewriters, copiers, calculators and fax machines;
 - Keyboarding 50 wpm;
 - Using computer and related software applications specific to assigned field;
 - Establishing and maintaining effective interpersonal relationships at all organizational levels and with the public; and
- Communication, both oral and written, sufficient to exchange or convey information and to give and receive work direction.

Education, Experience and Other Requirements

TRAINING, EXPERIENCE AND LICENSING REQUIREMENTS (Position requirements at entry):

High School Diploma or General Equivalency Diploma (GED) and five years progressively responsible court experience; or an equivalent combination of education and experience which provides the knowledge, skills and abilities sufficient to successfully perform the essential duties of the job.

Two years experience in working in a court of limited jurisdiction preferred

One year in-court clerking experience preferred.

PHYSICAL ACTIVITY/REQUIREMENTS:

Positions in this class typically require: stooping, kneeling, reaching, standing, mobility, grasping, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting, most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Employer

City of Tukwila

Address

6200 Southcenter Boulevard

Tukwila, Washington, 98188

Phone

(206) 433-1831

Website

<http://www.tukwilawa.gov>