



City of Tacoma Court Clerk

SALARY	\$26.06 - \$33.25 Hourly	LOCATION	Tacoma, WA
JOB TYPE	Non-Classified	JOB NUMBER	4321-25
DEPARTMENT	Municipal Court	DIVISION	Municipal Court
OPENING DATE	06/06/2025	CLOSING DATE	6/20/2025 5:00 PM Pacific

Position Description



Ready for an exciting opportunity at the City of Tacoma? Join our dynamic team as a full-time Court Clerk at the Municipal Court. Your exceptional oral and writing skills, along with adept multitasking abilities, will ensure smooth court operations. As an organized and innovative individual, you'll handle multiple priorities, assist the public with court-related inquiries, process cases, and manage documentation.

This highly challenging role requires astuteness, sensitivity to diverse issues, and inclusive communication. Expertly utilizing the Judicial Information System and Microsoft Office Suite, you'll maintain efficient court processes. Typical hours are 8:00 am to 5:00 pm but may vary.

Apply now to embark on this rigorous and rewarding opportunity to serve our diverse community with dedication and professionalism.

Qualifications

An equivalent combination of graduation from high school including or supplemented by courses in business or criminal justice **AND** two years of increasingly responsible court-related clerical experience.

Appointment is subject to passing a background check and fingerprinting.

Knowledge & Skills

KNOWLEDGE:

- Policies, procedures and practices of the Municipal Court
- Community resource and referral programs and their application to the Court
- City, County and State agencies and offices involved in court-related activities
- City ordinances and State laws and regulations
- Modern office practices, procedures and equipment
- Record-keeping techniques
- Operation of a computer terminal
- Telephone techniques and etiquette
- Correct English usage, grammar, spelling, punctuation and vocabulary

SKILLS:

- Perform a wide variety of complex court-related clerical duties accurately
- Deal effectively with defendants and the public in high-stress situations
- Process arrest warrants accurately and in accordance with the law
- Operate courtroom electronic recording equipment
- Operate a variety of standard office machines and equipment
- Communicate effectively both orally and in writing
- Interpersonal skills using tact, patience and courtesy
- Maintain accurate records
- Type 45WPM (a test may be given)
- Establish and maintain cooperative and effective working relationships with others

Selection Process & Supplemental Information

City of Tacoma Commitment to Diversity and Inclusion

Tacoma's diversity is its greatest asset. Tacoma embraces its multi-cultural and multi-ethnic character. Communities of color and immigrant communities are fundamental to Tacoma's entrepreneurial spirit, workforce, and long-term success. In Tacoma, equity and empowerment are top priorities, meaning that all Tacoma residents must have equitable opportunities to reach their full potential and share in the benefits of community progress. One of our goals is for the City of Tacoma workforce to reflect the community it serves. We actively work to eliminate racial and other disparities and welcome candidates with diverse backgrounds and/or multicultural skill sets and experiences. Our goal is for Tacoma to be an inclusive and equitable place to live, work, and play.

The City of Tacoma is an Equal Opportunity Employer and values diversity in its workplace. Applicants are considered for positions without regard to race, color, religion, sex, national origin, ancestry, age, marital or veteran status, disability, sexual orientation, gender identity, or any other basis prohibited by federal, state, and local laws.

Apply

Interested individuals **should apply online and attach** a detailed resume and cover letter describing your experience, training, and expertise as it relates to the responsibilities of this position. Applications received without the required resume and cover letter will not progress in the selection process. Those applicants that meet the minimum qualifications as stated above will move forward in the recruitment process.

This classification is covered by a Labor Agreement between the City of Tacoma and the Local 483 IBEW Union. Appointment is subject to passing a background check and fingerprinting.

Communication from the City of Tacoma:

We primarily communicate via email during the application process. Emails from cityoftacoma.org and/or

governmentjobs.com must be placed on your safe domain list to ensure that you receive notifications in a timely manner. As a precaution, you may also want to check your junk email folders.

The online application system requires you to enter a substantial amount of information. Be prepared to spend at least an hour entering information. In order for your application materials to be considered; all information must be submitted by the closing date and time listed on this job announcement.

For assistance with the application process or questions regarding this job announcement please contact the Human Resources office at (253) 591-5400 by 4:00 pm of the closing date of the job announcement. For technical difficulties using the NEOGOV/Government Jobs system, call the applicant support line at 1-855-524-5627 between 6:00 AM and 5:00 PM Pacific Time.

Employer

City of Tacoma

Address

Human Resources Department
747 Market Street
Tacoma, Washington, 98402-3764

Phone

253-591-5400

Website

<http://www.cityoftacoma.org>

Court Clerk Supplemental Questionnaire

*QUESTION 1

Do you have an equivalent combination to: graduation from high school including or supplemented by courses in business or criminal justice and two years' increasingly responsible court-related clerical experience?

- ☐ Yes
☐ No

*QUESTION 2

Have you taken courses in business or criminal justice?

- ☐ Yes
☐ No

*QUESTION 3

Do you possess a working knowledge of court related documents, procedures, and terminology?

- ☐ Yes
☐ No

*QUESTION 4

Do you have experience providing assistance to the public regarding court dates, fines, and court procedures?

- ☐ Yes
☐ No

***QUESTION 5**

Do you have knowledge of the Enterprise Justice System?

- ☐ No experience, willing to learn
- ☐ Developing experience, occasional user
- ☐ Developing experience, taken related courses, use several times a week
- ☐ Skilled, everyday user
- ☐ Expert user

***QUESTION 6**

Do you have experience performing accounting functions such as bail refunds, collections, and receipting payments?

- ☐ Yes
- ☐ No

***QUESTION 7**

Which best describes your customer service experience?

- ☐ I have limited customer service experience
- ☐ I have experience in a retail or similar environment
- ☐ I have experience in a professional environment
- ☐ I have experience explaining complex codes, rules, and policies, using advanced customer service techniques

***QUESTION 8**

Please tell us how you learned about this job opening.

- ☐ Job Interest Card notification
- ☐ Professional organization
- ☐ Military organization
- ☐ City of Tacoma employee
- ☐ Online job board posting
- ☐ Word of mouth
- ☐ LinkedIn
- ☐ Tacoma Training & Education Program (TTEP)
- ☐ Indeed
- ☐ Facebook
- ☐ Instagram
- ☐ Careers in Government
- ☐ Government Jobs
- ☐ Outreach Event
- ☐ National Diversity Network
- ☐ African American Job Network
- ☐ Disability Job Network
- ☐ Asian Job Network
- ☐ Latino Job Network

- ☐ Retirement Job Network
- ☐ LGBT Job Network
- ☐ Veteran Job Network
- ☐ Other

***QUESTION 9**

Please provide specific information regarding how you learned about this job opening. Thank you, your feedback will be used to evaluate our success reaching the public and refine our methods for future job postings.

* Required Question