



City of Cheney
Employment Opportunity

CHENEY MUNICIPAL COURT
DEPUTY COURT CLERK

Position Information

Salary Grade:	Non-Union Scale (NUN) 61
Salary Range:	\$3364 – \$4359/month
Position Work Schedule:	Monday – Friday
Employment Category:	Full-time
Union Affiliation:	Nonrepresented
FLSA:	Nonexempt from Overtime
Closing Date:	Open Until Filled

Definition

Cheney Municipal Court adjudicates criminal misdemeanor, civil infraction, and parking ticket filings for the City of Cheney, Eastern Washington University, and the City of Medical Lake. The deputy clerk position is a highly demanding administrative/customer service oriented position. The deputy clerk is responsible for the daily workflow and case management of the court.

Daily court business includes communication both internally and externally by phone, internet, email, and mail; and in-person interactions with the public, law enforcement, courts, lawyers, judges, and city administration.

Supervision Received

Works under the general supervision of the court administrator and full supervision of the presiding judge.

Essential Job Duties and Responsibilities

- Data entry, case filing, and case management
- Prepares and processes court calendars, hearing notices, warrants, summons, subpoenas, and court orders
- Receipts money for bail, fines, forfeitures, and court costs
- Manages and assigns time payment accounts
- Monitors and manages delinquent and collection accounts
- Schedules interpreters
- Schedules jail transport for inmates
- Provides screening services for public defense eligibility
- Schedule Probation Appointments

Qualifications

- Minimum Three (3) Years work experience with the Judicial Information System (JIS) in a court of limited jurisdiction
- Excellent oral and written communication
- Excellent clerical and organizational abilities
- Proficiency in Microsoft Office software
- Knowledge of court-related documents, procedures, and terminology
- Previous experience that demonstrates effective customer service and the ability to deliver quality customer service while dealing with difficult people
- Have the ability to work independently, prioritize work, and problem-solve with minimal supervision in a fast-paced and often stressful environment
- Knowledge of general office procedures and equipment
- Valid driver's license
- Bachelor's Degree in Business, Law, or closely related field preferred
- Data entry and accounting experience working directly with the Washington State Judicial Information System (JIS) preferred

Application Procedure

A complete application packet includes the City of Cheney Application for Employment form, cover letter, and detailed résumé outlining your education and experience. Applicants failing to submit a complete application packet will not be considered for the position.

A City of Cheney employment application form can be downloaded from our website at www.cityofcheney.org/employment or by calling the City of Cheney at (509) 498-9203 to have an application form sent to you.

Please submit your complete application packet to:
Human Resources Department
City of Cheney
609 2nd Street
Cheney, WA 99004

Selection Process

Applicants with the strongest backgrounds (including depth and length of experience) related to the responsibilities of the position may be invited to participate in an interview, which will include a clerical skills exercise.

Due to the confidential nature and demands of the position, appointment is contingent upon passing a background check and may include a pre-employment physical examination and a pre-employment drug screening test.

If you have any questions, please contact Human Resources at (509) 498-9200.

The City of Cheney is a drug-free, 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.