

## **PACIFIC/ALGONA MUNICIPAL COURT**

[http://www.pacificwa.gov/contact\\_us/employment.htm](http://www.pacificwa.gov/contact_us/employment.htm)

**JOB TITLE:** Court Clerk, full time, 40 hours a week

**SALARY:** \$3744.23 - \$4340.58, plus benefits, union membership

**REPORTS TO:** Court Administrator

### **DUTIES SUMMARY**

This position performs a wide variety of clerical tasks for the Municipal Court. The position works under statutory guidelines and the general guidance of the Court Administrator and Municipal Court Judge. Responsible for performing a variety of technical record keeping and clerical duties in support of the Municipal Court; and required to use the Judicial Information System (JIS) extensively while maintaining strict confidentiality.

### **EXAMPLES OF DUTIES**

*The following duties are typical essential duties for positions in this classification. Any single position may not perform all of these duties and/or may perform similar related duties.*

- Administer criminal proceedings and docketing
- Prepares correspondence and maintains records.
- Oversees file reviews of deferrals, jail sentences, monitoring of conditions of sentence, and failures to comply.
- Coordinates court matters with defendant, defense counsel, City prosecutor, police department, jail, alcohol agencies, and other levels of the criminal justice administration system.
- Administers the receipting and accounting of monies for fines, bail and other court receivables.
- Prepares court dockets and files, check with jails for special hearings.
- Responds to in person, telephone and written inquiries.
- Responds to defendants with appropriate related paperwork as needed to facilitate responses to a citation or complaint.
- Performs secondary filing of all papers, dockets, case files and case related correspondence.
- Processes failure to pay, failure to comply and failure to appear notices.
- Constructs new case files, filing and retrieving documents as necessary.
- Prepares and maintain appropriate calendars and sets up court hearings.
- Responds to requests for driving and criminal records.
- Responds to requests from the Judge, City Prosecutor, Police Department and others for assistance and information.
- Performs a variety of courtroom related tasks such as opening court sessions, marking exhibits in order of presentation in court cases.
- Maintains all court files.
- Performs related duties and responsibilities as required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Be familiar with personal computer system, including word processing, spreadsheet, and specialized court software, ten key calculator, telephone, desktop document scanner, and multi-function copy/scan/fax machine as well as other equipment as needed.

### **MINIMUM QUALIFICATIONS**

High school diploma or GED, and must be able to type 50 wpm. Court system experience desired. Knowledge of file maintenance procedures and filing systems, both alphabetical and numerical. Ability to read, comprehend and verbally communicate the rules of the court in a clear and concise manner.

### **WORK ENVIRONMENT**

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.