

PACIFIC/ALGONA MUNICIPAL COURT

http://www.pacificwa.gov/contact_us/employment.htm

JOB TITLE: Part Time Court Clerk, up to 520 hours per year

SALARY: \$936.06 - \$1085.15 per month, no benefits, no union membership

REPORTS TO: Court Administrator

DUTIES SUMMARY

This position performs a wide variety of clerical tasks for the Municipal Court on a part time basis; ie: coverage for vacations, conferences, court days, etc. 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.

- Prepares correspondence and maintains records.
- Administers the receipting and accounting of monies for fines, and other court payments.
- Responds to counter, telephone and written inquiries.
- Responds to defendants with appropriate related paperwork as needed to facilitate responses to a citation or complaint.
- Performs primary filing of all papers, case files and case related correspondence.
- Constructs new case files.
- Responds to requests from the Judge, City Prosecutor, Police Department and others for assistance and information.
- Helps maintain all court files.
- Document scanning and record retention duties.
- 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, ~~copy~~, 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.