



City of Lake Forest Park Court Clerk

SALARY	\$26.01 - \$34.68 Hourly	LOCATION	Lake Forest Park, WA
JOB TYPE	Part-Time	JOB NUMBER	JC 01-2024
DEPARTMENT	Judicial Court	OPENING DATE	04/17/2024

To be considered in the first round of applicant reviews, please apply online by Tuesday, May 14, 2024.

Under the direction of the Court Administrator, performs a variety of technical, clerical, and administrative duties to assist the court in the adjudication of criminal and civil matters. The Court Clerk is responsible for providing assistance to the public, supporting court operational and reporting requirements, performing accounting functions, and maintaining accurate data entry in all court software.

Duties require the ability to manage a high-volume caseload and be extremely organized to meet deadlines with minimal supervision. Responsibilities have a significant impact on the department's operations and customer satisfaction.

This is a part-time (0.8 FTE / 32 hours per week / day-shift), benefit eligible, non-exempt position.

- Answer and direct incoming telephone calls; greet and direct the public. Provide courteous, efficient assistance in responding to or directing questions and requests for information or services.
- Respond to telephone and in person inquiries regarding case status, court dates and fines. Maintain positive public relations in providing information to the public.
- Enter infractions and criminal citations submitted by the police department into case management system and construct new files.
- Schedule court appearances for defendants; prepare and mail notices and enter case information into case management system.
- Reviews case financial history accurately receipts and balances money received for court fines and fees.
- Perform various accounting tasks to include daily receipting, month ending reconciliation, and collection processing.
- 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 for in-person and remote hearings; recording proceedings; maintaining recording logs; marking exhibits; and processing orders of the court.
- Ensures readiness for court proceedings including setting-up and maintaining video equipment.
- Keeps accurate and complete records; makes required docket entries; and prepares for issuance of orders of commitment and release, warrants, subpoenas, summons, notices, and other legal documents as ordered by the court.
- Research case status and history to determine correct course of action in accordance with laws, rules, and court policies and procedures.
- Tracks sentencing requirements and conditions of sentence for compliance on all court monitored probation cases in support of the probation officer.
- Maintains warrant control and FTA processing.
- Maintains and compiles statistical data and prepares reports.
- Maintains current knowledge of applicable regulations and laws related to case processing.

- Perform Jury Coordinator duties such as summon jurors, maintain jury records, and prepare payment records for jurors and **coordinates Jurors for jury trials.**
- Prepare and maintain records retention schedules and monitor caseloads.
- Processes public records requests.
- Process, sort, and route documents filed with or received by the Court by mail, fax, or electronically.
- Perform filing of papers, dockets, case filings, and case-related correspondence and maintain court filing system.
- Reviews and processes public defender services applications.

Education and Experience

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Required:

- Highschool diploma or equivalent AND administrative/clerical office experience that includes providing a high level of customer service OR equivalent education/experience.

Preferred:

- Associate degree in Business Administration, Communications, or related field;
- At least two years administrative/clerical office experience;
- Working knowledge of accounting/cash-handling procedures;
- Prior experience working in a court setting;
- Judicial Information System (JIS) experience; and
- Ability to speak more than one language.

For more information, please review the position job description:

<https://www.cityofflp.gov/DocumentCenter/View/11676/Court-Clerk>

Working Conditions / Physical Requirements

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The duties in this position are performed primarily in an office setting utilizing standard office equipment and in the courtroom with moderate noise levels. Incumbents may be exposed to hostile individuals while in the courtroom setting.

Agency

City of Lake Forest Park

Address

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