CITY OF EDMONDS

ANNOUNCES AN

EMPLOYMENT OPPORTUNITY

POSITION:	**COURT CLERK – Part Time**	**JOB #14-34**
CLOSES:	**September 5, 2014 @ 4:30 pm**	**SEIU (union) position**
SALARY:	**$1736 TO $2153, DOQ, plus pro-rated benefits**	
DEPARTMENT:	**Municipal Court**	

POSITION PURPOSE: Under general supervision, performs a wide variety of legal and clerical duties in support of the Municipal Court; communicates information to the public regarding the judicial systems; processes and documents court cases from date of filing to final disposition; assists the Judge during legal proceedings and establishes positive working relationship with attorneys, law enforcements agencies and other government entities.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Prepares and processes all assigned court work in a timely manner ensuring accuracy and completeness of information and attending to deadlines and/or specified timelines.
- Assigns cases to docket and enters the case data into case management system.
- Ensures court rules and procedures are followed as cases are processed and sets schedules, arraignments, hearings and trials.
- Prepares and mails out documents such as notices and final orders.
- Tracks cases to ensure compliance with case type and sentencing requirements and follows through with necessary steps including: orders to show cause, bench warrants, pleadings, and rule extensions.
- Maintains warrant control, issues, recalls, processes, and purges warrants.
- Coordinates with law enforcement agencies regarding warrant status and the recovery of original warrants in order to protect defendants within multiple jurisdictions against potential false arrest.
- Processes closing of cases when appropriate.
- Receipts and distributes all incoming monies and balances and reconciles daily cash receipts and files receipt of fees into appropriate case file.
- Reviews various reports and issues failure to appear notices and other related notices.
- Refers recall cases to collections, writes off amounts past statute and waives balances for parking early payments; processes letters to Judge regarding cases in collections and mails responses.

"AN EQUAL OPPORTUNITY EMPLOYER"

The City of Emonds will provide reasonable accommodation to handicapped applicants, if requested. Please notify the Personnel Department at least two days prior to the need.

- Performs duties mandated by domestic Violence Legislation under the Revised Code of Washington (RCW) and Washington State Rules of Court which includes set hearings within 24 hours, prepares certified No-Contact Orders; ensures order is accurate and signed by defendant.
- Delivers and/or provides a certified copy of order to law enforcement, SNO COM and the victim; enters order correctly into JIS computer system; notifies the Domestic Violence Advocate of any potential hearings regarding the order.
- Provides general information and customer assistance at the counter or via telephone to attorneys, law enforcement, other judicial agencies, reporters, defendants and the general public.
- Addresses concerns and questions for all who come to the front counter and assists defendants in navigating through the legal process.
- Reviews the defendant's case financial history for reconciliation to sentencing penalty.
- Maintains and files documents into case files; copies, faxes, date stamps and files documents.
- May prepare exhibits and hard copy case files.
- Processes and distributes mail.
- Files case documents in appropriate file destination and enters into case management system; provides backup to other court personnel as needed or directed.
- Researches files for case status data and provides accurate information.
- Sets assigned calendars and ensures judicial calendars are maintained.
- Completes all phases of juror notification including: preparing, mailing and processing replies to juror questionnaires.
- Readies juror pool and monitors jurors on the day of the trial; sets up and prepares courtroom for hearings including computer and recording equipment set-up and assembling calendars for all parties to ensure files are available for the Judge.
- Researches and processes public records requests.
- Cross trains in other court services areas as assigned and may serve in other related capacities in support of court services; coordinates and schedules meetings.
- Communicates with various outside agencies by phone or mail including: Lynnwood Jail, Snohomish County Jail, DUI victims' panel and other agencies.
- Performs general filing duties including criminal and infraction files and miscellaneous paperwork developed during court proceedings.
- Reviews jail rosters and refer cases to the Judge for review and docket decision.
- Assists with other miscellaneous duties such as assisting with and executing passports.
- Orders and monitors office supplies; drafts and mails letters to defendants, audits citations/tickets and *drafts explanatory documents for defendants.*

Required Knowledge of:

- *Operational characteristics, services, and activities of municipal court systems, including accounting* principles and practices related to work assigned.
- Mathematical knowledge sufficient to operate cash drawer and make calculations and process transactions.
- Filing systems and coding methods including: alphabetical, numeric, indexing methods, etc.
- Principles and practices of court proceedings, judicial process and associated forms.
- Legal forms, documents and terminology including: court dockets, driving abstracts and defendant case history.
- Principles and processes for providing customer services including needs assessment techniques, quality service and customer satisfaction techniques.
- City policies and procedures, office organization, practices, correspondence and record keeping systems.
- Effective communication principles and practices including oral and written communication as well as public relations and customer service.

- Modern office procedures, methods, and equipment including computers and computer applications such as: word processing, spreadsheets, and statistical databases.
- Methods and techniques of proper phone etiquette.
- English usage, spelling, grammar and punctuation.
- Principles of business letter writing.

Required Skill in:

- Reading and comprehending court legal mandates, codes, regulations, procedures and instructions.
- Performing data entry accurately and efficiently.
- Making decisions in accordance with precedents and regulations and to apply them to work situations.
- Recording court proceedings, setting a variety of hearing dates and performing other duties in the courtroom.
- Preparing courtroom calendars and the equipment necessary to comply with court rules.
- Public relations and customer service and ability to work with difficult clients.
- Performing general office/clerical tasks.
- Interpreting and implementing rules, regulations, policies and procedures related to court proceedings and judicial process.
- Comprehending legal terminology and court/judicial proceedings.
- Typing and entering data at a speed necessary for successful job performance.
- Compiling and preparing required reports.
- Communicating effectively verbally and in writing, including public relations and customer service.
- Establishing and maintaining effective working relationships with employees, other agencies, and the public, including meeting and dealing tactfully with the public.
- Utilizing personal computer software programs and other relevant software affecting assigned work and in compiling and preparing spreadsheets.

MINIMUM QUALIFICATIONS:

Education and Experience:

High School Diploma/GED Certification and three years of experience performing broad office clerical, data processing, records maintenance, and/or customer service counter work that includes heavy customer service, reviewing and tracking a variety of legal documents, preparing reports and calendars, and receiving and processing fees; preferably in a court or legal setting; OR an equivalent combination of education, training and experience.

Required Licenses or Certifications:

Some positions may be required to possess or obtain a US Department of State Passport Certification within 3 months after hire.

Must be able to successfully complete and pass a background check.

WORKING CONDITIONS:

Environment:

- Office and courtroom environment.
- Constant interruptions.

Physical Abilities:

- Hearing, speaking or otherwise communicating to exchange information in person and on the telephone
- Operating a computer keyboard or other office equipment.

- Reading and understanding a variety of materials.
- Bending at the waist, kneeling, crouching, reaching above shoulders and horizontally or otherwise positioning oneself to accomplish tasks.
- Sitting or otherwise remaining in a stationary position for extended periods of time.
- Lifting/carrying or otherwise moving or transporting up to 10lbs.

Hazards:

- Contact with dissatisfied or potentially abusive individuals.
- Possible exposure to communicable diseases and illness from defendants and others in the courtroom, and court office.

NOTES: Pursuant to the Immigration Reform and Control Act, all new employees must present acceptable documents verifying identity and authorization to be employed in the United States.

APPLICATION REQUIREMENTS: A City application form is required for all City job openings. It is important that you review the application form carefully. An incomplete application form may disqualify you. Applications will be accepted for current job openings only. If you are applying for more than one job opening, a separate application form is required for each position. Applicants may attach other information such as resumes, letters of recommendation, etc., that will assist us in the review and selection process. Further information and applications are available from the City of Edmonds website at www.edmondswa.gov. Any individual requiring ADA accommodation during any part of the selection process should advise the City of the need.