

Jurisdiction: City of Zillah
Job Title: Court Clerk
Employment Type: Part-time, Union Position
Salary Scale: \$14.48 - \$17.82 per hour
Contact Information: Zillah City Hall, 503 First Avenue, Zillah, WA 98953, 509-829-5151
Job Start Date: January 4-11, 2016

JOB DESCRIPTION

This position performs specialized clerical work in support of the municipal court operations, including the preparation and maintenance of court records. Coordinates court docket and provides related secretarial services for the court. Receipts in and manages payments for the municipal court. Typically requires 1-2 years of general secretarial/clerical experience. See job description for detailed information.

DESIRED MINIMUM QUALIFICATIONS

1. Education and Experience:
 - A. Graduation from high school or GED equivalent with course work in typing and/or general office practices; and
 - B. Two years prior work experience in secretarial, clerical, paralegal, or administrative work, including time spent in a court environment; or
 - C. Any equivalent combination of education and experience.
2. Necessary Knowledge, Skills and Abilities:
 - A. Thorough knowledge of legal language and legal procedures related to municipal court functions; Considerable knowledge of general office procedures; Knowledge of basic book-keeping practices; Knowledge of criminal, traffic and infraction procedures.
 - B. Skill in the operation of the listed tools and equipment.
 - C. Ability of effectively communicate on a one-to-one basis with the public; Ability to maintain effective working relations with employees, other departments, officials and the public; Ability to maintain accurate records; Ability to type and enter data accurately.

BENEFIT PACKAGE

Retirement: City and employee both contribute into the State Retirement Program at required levels. City contributes \$1.50 per hour and each member contributes \$1.50 per hour (up to 2080 hours per year) into the Western Conference of Teamsters Pension Trust.

Longevity: Regular part-time employees who are hired for part-time employment on a continuing, regular basis without a break in employment shall receive longevity pay on a proportionate basis of hours worked. Longevity accrues on a monthly basis and is paid annually according to the schedule below:

Years of Service	Mo Longevity pay
5	\$25.00
9	\$50.00
12	\$90.00
15	\$130.00
20	\$160.00
25	\$180.00

**CITY OF ZILLAH
POSITION DESCRIPTION**

JOB TITLE:	Court Clerk	LOCATION:	Municipal Court
DEPARTMENT:	Municipal Court	UNION:	
REPORTS TO:	Municipal Court Judge	REVISION DATE:	2015

GENERAL PURPOSE: Performs a wide variety of routine and complex administrative, and clerical tasks for the Municipal Court.

SUPERVISION RECEIVED: Works under the broad policy guidance and direction of the Municipal Court Judge.

SUPERVISION EXERCISED: None

ESSENTIAL DUTIES AND RESPONSIBILITIES: Attend court and assist the judge with court proceedings; keep detailed entries of all court hearings. Enter court proceedings into computerized information system; prepare and/or maintain court reporter notes, exhibits, depositions, dismissals, subpoenas, bench warrants, case files and appeal files, judgement and sentence forms, and related court documents; prepare cases for review hearing; assign hearing and trial dates. Establish payment schedules; receive payment of court fines, bail, penalty assessments and fees. Record, receipt and deposit payments according to established court procedures. Provide assistance and information to attorneys, agencies, City staff and the general public on court procedures, case processing and the status of cases. Keep accurate and complete case records making required docket entries; prepare case files for court sessions ensuring appropriate documentation is on file. Track prisoners in custody subject to arraignment, trial or review hearing. Transcribe and prepare correspondence, memoranda, legal documents and reports and perform related clerical support duties; complete case history research and provide judge with requested information from case files. Compile and maintain statistical data of case flow and deposition in accordance with State record keeping requirements. Initiate correspondence regarding Court decisions and actions where necessary. May train new employees and provide guidance as necessary. Other duties as assigned.

The Court Clerk interacts with the judge, other court employees, Police Department employees, prisoners, attorneys, State Court Administrator's Office, court personnel from other agencies and the general public. Contacts with the public may be negative in nature and require a great deal of tact, discretion, sensitivity and, occasionally, firmness.

Accountability: The Court Clerk is accountable for the accuracy of the records maintained and for completion of assigned tasks in a timely and efficient manner. The Court Clerk serves as a communications link between the court and other City employees.

Working Conditions: Work is performed primarily in an office or courtroom environment, which may be crowded and noisy. Sitting at a work station and entering data into a computer for extended periods of time is required. The courtroom environment is subject to potential conflict and/or hostility from the public. Occasional lifting is required.

QUALIFICATION GUIDELINES

Knowledge/Skills/Abilities: Knowledge of the court and case processing procedures.

Knowledge of legal forms, documents and terminology.

Knowledge of applicable recordkeeping requirements for court actions and defendant case files.

Knowledge of general office practices.

Skill at effectively resolving interpersonal conflict and interacting with emotionally distraught, angry or hostile individuals.

Ability to learn and accurately apply numerous laws, regulations, policies and procedures related to court activities.

Ability to work independently and make responsible decisions in accordance with court policies and procedures.

Ability to organize and prioritize work and appropriately schedule court activities.

Ability to rapidly and accurately enter data into a computer from verbal and/or written direction.

Ability to complete work accurately and rapidly with intense periods of concentration and frequent interruptions.

Ability to express ideas clearly and concisely verbally and in writing.

Ability to establish effective working relationships with diverse populations, co-workers and other agencies.

Ability to maintain composure, use tact, patience and courtesy when dealing with stressful interpersonal situations.

Ability to clearly hear and accurately discern verbal communications in a crowded, noisy work environment.

Ability to work cooperatively as a member of a service-oriented team.

DESIRED MINIMUM QUALIFICATIONS

One year of general office experience at a fully-skilled level required; one year of technical clerical or administrative support work experience in the court or legal systems preferred.

TOOLS AND EQUIPMENT USED:

Personal computer system, including word processing and specialized court software; 10-key calculator; typewriter; phone; copy and fax machine; recording system.

PHYSICAL DEMANDS:

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

While performing the duties of this job, the employee is frequently required to sit and talk, or hear. The employee is occasionally required to walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment of the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

City of Zillah Application for Employment

Human Resources
Use Only

City of Zillah
PO Box 475, Zillah, WA 98953
Phone #509-829-5151 FAX #509-829-5457

You must submit a separate Application for each position.
Read the Position Opening Announcement to see if a
Supplemental Questionnaire is required.
DO NOT submit a photograph of yourself.

The City of Zillah is an 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.

Complete all information from this point forward. An incomplete Application may disqualify you from further consideration.

Applicant: Write the Position Title of the Job you are applying for here:

Name _____ (Last) _____ (First) _____ (Middle)

Address _____
_____ City _____ State _____ Zip _____

Home Ph. () _____ Cell () _____ Work () _____ Email _____

Are you a U.S. citizen, or, do you have a Visa permitting you to work in the U.S.? (Documentation of authorization to work in the U.S. will be required if an offer of employment is made and accepted.) Yes No
Are you over the age of 18? Yes No

Do you have, or can you obtain, a valid Washington State Driver's License? Yes No

Do you wish to claim Veteran's Preference for testing, pursuant to RCW 41.04.010? Yes No

TRAINING AND EDUCATION

Highest Grade Completed: 8 9 10 11 12 GED

Colleges/Other Training	Subject/Major	Degree/Certificate	Date Completed
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EQUIPMENT, OFFICE AND COMPUTER SKILLS

Describe computer and other equipment operation skills. Include programs used, typing speed & other information relevant to the position for which you are applying.

CRIMINAL CONVICTION

The City of Zillah is mindful of its obligation to employ qualified persons and its entitlement under law to consider an applicant's convictions record as it relates to job performance. A conviction record will not disqualify you for employment unless such record would reasonably affect your fitness for the job for which you have applied. Have you been convicted of a felony or released from prison within the last ten (10) years, or have been convicted of a misdemeanor other than minor traffic offenses within the past three (3) years? YES NO

If Yes, Please Provide
Details Regarding the
Crime and the Sentence or
Fine Imposed

PROFESSIONAL REFERENCES (Do Not List Relatives)

Name/Title _____ Employer _____ Phone () _____

Name/Title _____ Employer _____ Phone () _____

Name/Title _____ Employer _____ Phone () _____

SIGNATURE IS REQUIRED

To the best of my knowledge, the information herein is true and complete. I have read the Position Opening Announcement and I can perform the essential functions of the position for which I am applying, with or without reasonable accommodation. I understand that if I receive a Conditional Offer of Employment for a position where I will have unsupervised access to children, developmentally disabled persons, or vulnerable adults, the City of Zillah is authorized to complete a thorough background check pursuant to the Child/Adult Abuse Information Act. I understand that I will be tested for the presence of drugs as part of the pre-employment screening if I receive a

I understand that providing false information on this application is grounds for disqualification and/or dismissal. If I am applying for an exempt position, I understand that nothing in this application or my communications with any City of Zillah official is intended to create an employment contract between the City of Zillah and me.

Signature _____ Date _____

WORK HISTORY

Beginning with your present or most recent employment, list your work/experience history for the last 10 years or experience prior to that time which is directly related to the position for which you are applying. Attach additional sheets as necessary. Be sure to include any non-paid experience which is related to the job for which you are applying. Complete the following sections even if you are submitting a resume in addition to this application. An incomplete application may disqualify you. If you have been known by a different name by any of these employers, please identify the employer and state the name here :

Employer's Name	_____	From	Mo/Year _____	To	Mo/Year _____
Address	_____	Supervisor	_____		
Phone	_____	Hours Worked Per Week	_____		
Position	_____	Start Salary	_____		
Number Of Employees Supervised By You	_____	Last Salary	_____		
Reason For Leaving	_____				
Primary Duties	_____				

Employer's Name	_____	From	Mo/Year _____	To	Mo/Year _____
Address	_____	Supervisor	_____		
Phone	_____	Hours Worked Per Week	_____		
Position	_____	Start Salary	_____		
Number Of Employees Supervised By You	_____	Last Salary	_____		
Reason For Leaving	_____				
Primary Duties	_____				

Employer's Name	_____	From	Mo/Year _____	To	Mo/Year _____
Address	_____	Supervisor	_____		
Phone	_____	Hours Worked Per Week	_____		
Position	_____	Start Salary	_____		
Number Of Employees Supervised By You	_____	Last Salary	_____		
Reason For Leaving	_____				
Primary Duties	_____				

AUTHORIZATION TO RELEASE EMPLOYMENT RECORDS

References will only be checked for finalists.

Current and/or prior employers will only be contacted after an applicant has been notified that he/she is a finalist. I certify that the information given by me to the City of Zillah is true and complete to the best of my knowledge. I understand that falsification of this application will be grounds for elimination from further consideration or, if employed, may result in discipline up to and including immediate dismissal. I further certify that I am not engaged in any outside activity or business that could be considered in conflict with City of Zillah interest or those of its clients, nor will I become engaged in such activity or business if employed.

I, the undersigned applicant for employment with the City of Zillah, in consideration of the review of my employment application, do authorize the City of Zillah to solicit information regarding my character, general reputation, previous employment, and similar background information, and to contact any and all prior employers or references I have given on my application. I hereby release all parties and persons connected with any such request for information from all claims, liabilities, and damages for any reason arising out of the furnishing of such information. If employed, I release the City of Zillah from any liability for future references it may provide regarding my work history at the City of Zillah.

If employed, I further agree that if I lose, damage, or fail to return any of the City of Zillah's property, the City of Zillah is authorized to deduct from my wages sufficient reasonable funds to replace its property.

It is my intention that any copy of this authorization be as effective as the original.

Date

Name (Please Print)

Signature

DRIVING RECORD
(To be completed with application)

Name: _____
Please Print Last First MI

List all notices of infractions or traffic citations (other than parking tickets) which you have received in the past 5 years.

State	Month/Year	Type of Infraction

Infractions or citations will not necessarily remove you from consideration. The City of Zillah will; however, consider your driving record when making employment decisions.

The information provided above is true to the best of my knowledge. I understand that providing false information is cause for elimination in the selection process or dismissal from employment.

Signed: _____ Date: _____

Finalists, upon notification that references will be checked, will be required to submit a copy of their driving abstract to Human Resources. Driving abstracts may be obtained at any Washington State Department of Licensing branch office for a small fee. Other states may have different procedures. This fee is at the Finalist's own expense.

City of Zillah Driving Standards:

Applicants for positions in which the employee is expected to operate a motor vehicle must be at least 18 years old and will be required to present a valid Washington State driver's license with any necessary endorsements. Driving records of applicants may be checked. Applicants will be disqualified under the following circumstances:

- Violations
More than two moving traffic violations within the preceding three years; or reckless driving violation within the preceding five years; or driving while intoxicated within the preceding five years.
- Accidents
More than one motor vehicle accident within the preceding three years for which the applicant received a traffic or criminal citation and was convicted, forfeited bail, or entered a plea of "guilty" or "nolo contendere."

Name: _____
Please Print Last First MI
Job Name: _____

Are you a former or current City of Zillah Employee?

Yes No If Yes, please tell us:

When you worked _____

Department _____

Position Title _____

Supervisor _____

Having a relative employed by the City of Zillah will not necessarily bar you from employment.

Do you have any relatives employed by the [Member name]? Yes No

If yes, Please list their name/s and relationship/s _____

We would appreciate completion of the information below. This is entirely voluntary. The City of Zillah is committed to non-discrimination in employment practices. This information will be kept confidential and will be used for EEO record keeping purposes only.

Sex Female Male

Ethnic Category (Check one)

Caucasian African American Hispanic or Latino Asian

Native Hawaiian or Other Pacific Islander Alaskan Indian Native

American Two or More Races Other _____

Please tell us how you learned of this opening by circling the number of the source

- | | |
|----------------------------------|--|
| 1. Local Media _____ | 7. Library |
| 2. [Member] (Jobline/TV/Walk in) | 8. School/College |
| 3. Internet (general) | 9. Friend/Relative |
| 4. Jobs Available | 10. [Member] Employee |
| 5. AWC Job Net | 11. Professional Publication/Internet Site |
| 6. Municipal Office | 12. Law Enforcement Digest |
| | 13. Other |

APPLICATION ASSEMBLY and HIRING PROCESS:

Assemble application materials in this order: 1: City of Zillah Application Front Page, 2: Work History, 3: Supplemental Questionnaire (if required), 4: Authorization To Release Employment Records, 5: Driving Record. 6: The following optional items may follow in this order: cover letter, resume, reference list, etc. Please make 7: this sheet the LAST PAGE as it will be removed. Staple everything together in the top left corner.

Those applicants who submit a complete and timely application and are invited to participate in the testing and/or interview stages of the selection process will be notified by phone, email, or mail. Those who are not will be notified by mail. Incomplete or late applications will not receive notification. Application screening is scheduled to begin on the first business day following the closing date and may take 5-10 business days.

Thank you for considering us as your prospective employer.