



CITY OF SEATTLE

Job #2016-00803

Court Clerk

SALARY:	\$23.05 - \$26.83 Hourly
LOCATION:	Seattle Justice Center, 600 5th Ave., Seattle, Washington
JOB TYPE:	Classified Civil Service, Regular, Full-Time
SHIFT:	Day
DEPARTMENT:	Municipal Court of Seattle
BARGAINING UNIT:	Teamsters, Local 763 - Municipal Court
CLOSING DATE	06/07/16 04:00 PM Pacific Time

POSITION DESCRIPTION:

The City of Seattle's Municipal Court (SMC) is one of the highest volume Courts of Limited Jurisdiction in the state with seven elected Judges, six appointed Magistrates, and over 200 staff. The Court adjudicates all misdemeanor and gross misdemeanor crimes, infractions, and civil violations authorized under the Seattle Municipal Code and certain Revised Code of Washington Statutes. The Court operates a Mental Health Court, two Domestic Violence Courts, a Veterans Court, a Community Court, an in-custody arraignment court, and general trial courts.

This is a great time to join the Court, as we transition away from being paper-dependent to focusing more on electronic court files. The Court Clerks play an integral part of our courtroom team by accurately preparing the official record of the hearing's events. They work closely with our seven elected judges and six magistrates, bailiffs, defense attorneys, prosecuting attorneys, interpreters and other criminal justice partners.

We are currently accepting applications from qualified candidates who are interested in working as a Court Clerk. The Court may consider applicants from this recruitment process for other part-time and full-time Court Clerk openings that may come available within the next six months.

JOB RESPONSIBILITIES:

- Accurately records details of court proceedings, entering items into a database such as: court proceeding notes, hearing information and outcomes, trial proceedings and outcomes, bail bonds, motions, dispositions, parties involved, evidence, obligations, judgment and sentence information.
- Functions as procedural and operational liaison, in the courtroom, between Judges, attorneys and the public.
- Reviews all case files and database entries for accuracy and completeness.
- Maintains flexibility and professionalism when fulfilling responsibilities for assigned courtroom and calendars.
- Acts as a team player by sharing knowledge and information on courtroom processes and procedures.
- Handles multiple tasks, including listening, writing, scheduling court dates, answering questions, using electronic communications, entering data, and monitoring the flow and electronic record of the court proceedings.
- Covers all types of high-volume, fast-paced courtrooms either independently or as a team.
- Adjusts and maintains working knowledge of changing technology.

QUALIFICATIONS:

Minimum Qualifications:

- Equivalent of one year of experience in a court clerk or other related court operations position, which includes excellent listening skills; familiarity with legal terminology; fast-paced work environments; conscious of and sensitive to the diversity of the Court's jurisdiction; sound judgment; even-tempered; calm and professional composure with internal and external customers.
- Specialized post high school training such as legal secretary, paralegal, or pre-law courses may be substituted on a month for month basis for the required experienced up to a maximum of six (6) months.
- Appropriate combinations of education, training, and/or experience that provide evidence of the ability to perform the work of the class will be considered.
- Ability to work Monday through Saturday, and holidays, and maintain regular, reliable and punctual attendance. Must be able to complete a one year probationary period.

Desired Qualifications:

- 2+ years working inside a criminal courtroom as a court clerk, bailiff, or court reporter.
- Associates Degree or certification from an accredited college in Paralegal/Administration of Justice/Legal Secretary program.
- Experience and proficiency in criminal justice databases such as JIS, DISCIS, WASIC, SCOMIS or MCIS.
- Able to demonstrate the ability to type 40 WPM.
- Knowledge and experience using Windows, Word, Excel and other database computer programs.
- Able to exercise discretion, maintain confidentiality, and interact tactfully with a diverse customer base (defendants, attorneys, court personnel, and outside agencies).
- Able to multi-task, work neatly, accurately, independently and calmly under stress and pressure.

ADDITIONAL INFORMATION:

Direct Link: <https://www.governmentjobs.com/jobs/1438946/court-clerk/agency/seattle/apply>

Hiring Process

Applications are reviewed after the posting closes. Qualified candidates must submit the following to be considered.

1. Completed NEOGOV online (or paper) application.
2. Supplemental questionnaire responses.
3. Cover letter describing how your skills and experience align with the stated job responsibilities and qualifications.
4. Current resumé indicating relevant experience and education.

Your application will not be reviewed if these items are missing or incomplete. By completing the supplemental questions you are attesting that the information you have provided is true and accurate. The Court will review any information provided in your application package and misstatements or falsification of information will eliminate you from consideration and/or employment if discovered subsequent to selection for the position.

Attaching or pasting a cover letter and resumé alone is not a substitute for completing the application itself. Only those applicants selected for an interview will be contacted

A job offer is contingent upon successfully passing the court's background check. The background check includes a criminal history background review, fingerprinting and reference checks. Selected candidates will be required to join the Local 763 union within 30 days of hire.

- For more information on the Seattle Municipal Court, visit www.seattle.gov/courts.
- For questions about this opportunity, please contact HR Recruiter, Crystal Yost at crystal.yost@seattle.gov

APPLICATIONS MAY BE FILED ONLINE AT:
Job #2016-00803

<http://www.seattle.gov/jobs>
COURT CLERK
CY

If you are unable to apply on-line you may submit a paper application by the closing date to our office.

OUR OFFICE IS LOCATED AT:
Seattle Municipal Tower
700 5th Avenue, Suite 5500
Seattle, WA 98104
206-684-8088
Careers@seattle.gov



Who May Apply: This position is open to all candidates that meet the minimum qualifications. The Seattle Human Resources Department values diverse perspectives and life experiences. Applicants will be considered regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, or gender identity. The Department encourages people of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ, people with disabilities, veterans, and those with diverse life experiences.

The City is a Drug Free Workplace.

Court Clerk Supplemental Questionnaire

- * 1. Do you have the equivalent of one year of experience in a court clerk or other related court operations position, which includes excellent listening skills; familiarity with legal terminology; fast-paced work environments; conscious of and sensitive to the diversity of the Court's jurisdiction; sound judgment; even-tempered; calm and professional composure with internal and external customers?
- Yes
 No
2. If you held an in-courtroom position, what was the volume of cases you processed a day? Please leave blank if not applicable.
- * 3. Are you able to complete a one year probationary period?
- Yes
 No
- * 4. Are you proficient in using a criminal justice databases such as JIS, DISCIS, WASIC, SCOMIS or MCIS?
- Yes
 No
5. Please list the offender-based computer systems you are proficient using.
- * 6. Are you able to demonstrate the ability to type 40 WPM?
- Yes
 No
- * 7. Which of the following best describes your level of proficiency using Microsoft Word?
- None - no experience
 Very limited - completed training, but have not used it much.
 Beginner - able to create, open, save, and print documents; cut, copy, paste, and delete text; format text; set paper size and orientation.
 Intermediate - in addition to beginner skills, also able to create page breaks, adjust line spacing, insert page numbers, use auto text, create and edit templates, insert headers and footers, insert and edit tables, and use search/replace.
 Advanced - in addition to intermediate skills, also able to set-up data sources for mail merge, create macros, use track and review, protect documents, convert tables to text, create hyperlinks, and create columns.
- * 8. Which of the following best describes your level of proficiency with Microsoft Excel?
- None - No experience
 Very Limited - completed training, but have not used it much.
 Beginner - able to perform data entry, create, open, save, and print spreadsheets; cut, copy, paste, and delete data/text; format data/text; set paper size and orientation.
 Intermediate - in addition to beginner skill level, also able to set print area, insert headers/footers, create, use and update basic formulas (average, sum, percentage), sort and filter data.
 Advanced - in addition to intermediate skill level, also able to create charts, create/edit pivot tables from data sets, create if-then statements or other conditional queries, and link data from multiple spreadsheets.
- * 9. What qualities make you a great team player?

* 10. Have you ever worked for the Seattle Municipal Court as a regular or temporary worker, volunteer, or student intern?

Yes

No

* 11. Are you willing and able to work a schedule that includes occasional weekends and holidays?

Yes

No

* 12. Do you have the ability to use discretion, maintain confidentiality, and interact tactfully with a diverse customer base (defendants, attorneys, court personnel, and outside agencies)?

Yes

No

* Required Question