



City Of Cheney Municipal Court

Job Announcement

Deputy Court Clerk
Posting Date: June 08, 2016
Closing Date: July 01, 2016

Salary Range: \$3364 - \$4359

The City of Cheney Municipal Court, located in Eastern Washington, is seeking a Full-Time Deputy Court Clerk. Cheney Municipal Court adjudicates criminal misdemeanor, civil infraction, and parking ticket filings for the City of Cheney, Eastern Washington University and the City of Medical Lake.

Duties and Responsibilities: The Deputy Clerk position is a demanding administrative and customer service related job. The Deputy Clerk is responsible for the daily workflow and related case management of the court. The Deputy Clerk is also responsible for daily accounting, balancing, and collection account management following internal guidelines and policies. Necessary skills and abilities include excellent oral and written communication, strong customer service, excellent clerical and organizational skills, and proficient in Microsoft Office software. He/she must have the ability to work independently, prioritize work with minimal supervision, manage interruptions and able to remain calm under stress. Daily court business includes communication both internally and externally by phone, internet, email, mail, and in-person interactions with the public, law enforcement, courts, lawyers, judges, and city administration.

Qualifications

Bachelor's Degree in Business, Law or closely related field and five years experience in a court of limited jurisdiction. May substitute experience for educational requirement. Must possess knowledge of court related documents, procedures, and terminology. Ability to operate standard office equipment and computer with accurate good typing speed (50 wpm). Must have five years' experience working directly with the Washington State Judicial Information System (JIS).

How to Apply

Please submit a completed City of Cheney Employment Application along with a detailed resume and cover letter outlining your education and experience to:

City of Cheney, Human Resources Department
609 2nd St
Cheney, WA 99004
www.cityofcheney.org

link: <http://www.cityofcheney.org/index.php?section=employment>

Selection Process

Applicants with the strongest backgrounds (including depth and length of experience) related to the responsibilities of the position may be invited to participate in an interview which will include a clerical skills exercise.

Due to the confidential nature and demands of the position, appointment is contingent upon passing a background check and may include a pre-employment examination and a pre-employment drug screening test.

Applications are available on-line at www.cityofcheney.org. If you have any questions regarding this position please contact the Human Resources Director at (509) 498-9200.