



CITY OF

Federal Way

Human Resources
33325 8th Avenue South
Federal Way, WA 98003-6325
Job Information Line (253) 835-2505

EMPLOYMENT OPPORTUNITY

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COURT CLERK I Municipal Court Job #16-058

EMPLOYMENT STATUS: Regular, Full-Time

OPENS: August 19, 2016

SALARY RANGE: \$3,124-\$3,957/month

CLOSES: September 2, 2016

BASIC FUNCTION:

Under the direction of the Court Administrator or an assigned supervisor, perform a variety of technical record-keeping and clerical duties in support of the Municipal Court; process forms, orders and documentation for court cases from origin to final disposition. This is the entry-level clerk position, and differs from the Court Clerk II position in that the latter requires more court related experience.

ESSENTIAL JOB FUNCTIONS:

Communicate a wide variety of information to the public regarding court functions and procedures by telephone and at the counter. Make appropriate docket entries on all received telephone calls and in person inquiries. Set court dates; state traffic infraction procedures; receipt monies for infractions and violations; issue subpoenas and summons for court appearances. Process documentation for various hearings. Enter infractions, violations, transactions, proceedings, and other documentation relative to case management into the court's computer system; review a variety of records, Revised Codes of Washington and Police codes. Set cases for various types of hearings including arraignment, pre-trial, trial, mitigation, contested, show cause and motions; prepare court calendars and notify parties related to case by subpoena, summons, officer notice and bonding company notice; process continuance requests and notify parties involved; docket court proceedings. Assist with public defender screening. Assist with jury panels during jury trials. Establish time pay accounts, send statements and delinquent notices. Serve as Court Clerk while court is in session and record and document proceedings. Calculate accept and account for bails, fines, restitutions and costs; enter transactions in computer system recording receipt of funds. Reconcile and balance cash box daily, including credit card payments. Perform other related duties as assigned.

KNOWLEDGE OF:

Courtroom policies, procedures and practices. Modern office practices, procedures and equipment. Record-keeping techniques. Operation of a computer terminal, printer, copier, FTR recording and scanner. Telephone techniques and etiquette. Correct English usage, grammar, spelling, punctuation and vocabulary. Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Deal effectively with defendants and the public in high-stress situations. Recognize potential danger and take appropriate action to ensure safety and security. Attend assigned court proceedings and document proceedings with absolute accuracy. Process a wide variety of complex and responsible court-related clerical duties accurately and efficiently. Read, interpret, apply and explain rules, regulations, policies and procedures. Process arrest warrants accurately and in accordance with the law. Meet schedules and time lines. Complete work accurately, with many interruptions. Add, subtract, multiply and divide quickly and accurately. Work independently with little direction. Type at an acceptable rate of speed. Establish and maintain cooperative and effective working relationships with others. Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school or equivalent and three years of increasingly responsible clerical experience, including one year of court-related experience, or equivalent, relevant work experience with public contact. DISCIS experience preferred.

TO APPLY:

Please complete a required City of Federal Way application form and attach resume and cover letter. Supplemental Questionnaire is also required. Applications are available at City Hall, 33325 8th Avenue South, Federal Way, WA 98003, on our website at www.cityoffederalway.com, or by calling 253-835-2530.

The City of Federal Way is an equal opportunity employer committed to a diverse workplace. Any person requiring ADA accommodation should advise the City of the need. For Telecommunications relay service for voice and text telephones call 7-1-1 or 1-800-833-6388/TDY or 1-800-833-6384/voice.

EQUAL OPPORTUNITY EMPLOYER