



## CITY OF SEATTLE

# Court Clerk – Job 2016-01326

<b>SALARY:</b>	\$23.05 - \$26.83 Hourly
<b>LOCATION:</b>	Seattle Justice Center, 600 5th Ave., Seattle, Washington
<b>JOB TYPE:</b>	Classified Civil Service, Regular, Full-Time
<b>SHIFT:</b>	Day
<b>DEPARTMENT:</b>	Municipal Court of Seattle
<b>BARGAINING UNIT:</b>	Teamsters, Local 763 - Municipal Court
<b>CLOSING DATE</b>	09/20/16 04:00 PM Pacific Time

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### **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.

The Court Clerks play an integral part of our courtroom team by accurately preparing the official record of all courtroom sessions. They work closely with our judges, 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: 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.
- Utilizes several systems necessary for courtroom operations, including the Electronic Case File, FTR Gold and ImageWise.
- 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, responding to emails, 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 positions, or a combination of education, training, and/or experience which demonstrates the ability to perform the work of the position..
- Ability to work any shift 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 or in support of a criminal courtroom.
- Associates Degree and/or a Bachelors Degree, or certification from an accredited college in a Paralegal program.
- Experience and proficiency in criminal justice systems such as JIS, DISCIS, WASIC, SCOMIS or MCIS.
- Able to demonstrate the ability to type a minimum of 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, accurately, independently and calmly under stress and pressure.

## **ADDITIONAL INFORMATION:**

### **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 résumé 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 résumé 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](http://www.seattle.gov/courts).
- For questions about this opportunity, please contact HR Recruiter, Crystal Yost at [crystal.yost@seattle.gov](mailto:crystal.yost@seattle.gov)

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APPLICATIONS MAY BE FILED ONLINE AT: Job #2016-01326

<http://www.seattle.gov/jobs>  
COURT CLERK  
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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](mailto: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.

Accommodations for people with disabilities are provided on request.

The City is a Drug Free Workplace.

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## Court Clerk Supplemental Questionnaire

\* 1. Do you possess the equivalent to one year of experience in a court clerk or other related court operations position? (Six months of relevant post high-school education may be substituted for half of the required one year of experience.)

Yes

No

\* 2. What qualities make you a great team player?

\* 3. Are you able to demonstrate the ability to type 40 WPM?

Yes

No

4. If you held an in-courtroom position, what was the volume of cases you processed a day? Please leave blank if not applicable.

\* 5. Have you ever worked for the Seattle Municipal Court as a regular or temporary worker, volunteer, or student intern?

Yes

No

\* 6. Are you willing and able to work a schedule that includes occasional weekends and holidays?

Yes

No

\* 7. 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