

## **EMPLOYMENT OPPORTUNITY Fircrest Municipal Court**

**POSITION:** Court Clerk  
**DATE OPEN:** November 6, 2016  
**DATE CLOSED:** November 14, 2016  
**SALARY:** \$3,267 - \$4,170

### **THE POSITION:**

The City is seeking a capable Court Clerk to perform a variety of technical recordkeeping and clerical office duties in support of the Municipal Court. The Court Clerk works under the close supervision of the Court Administrator or assigned supervisor. Work entails a great deal of contact with the public and is performed in an office setting.

### **REPRESENTATIVE DUTIES:**

- Performs highly responsible and complex clerical support with official court documents and maintains confidentiality and security procedures.
- Performs a wide variety of information to the public regarding Court functions and procedures by telephone and at the counter.
- Performs and coordinates courtroom clerk functions for various types of hearings including: arraignment, pre-trial trial, mitigation, contested, show cause, hardship and motions.
- Performs primary filing including dockets, case files and correspondence.
- Prepares outgoing mail including return receipt requested mail.
- Constructs new case files and retrieves documents.
- Processes E-Tickets and/or enters new citation filings into the JIS computer system
- Prepares and maintains appropriate calendars, sets court hearings.
- May process cases on JIS during court sessions.
- Provides information and services to other City departments and personnel, various other agencies and general public; explains programs, activities, policies and procedures, and provides general information.
- May track sentencing conditions.
- Responds to requests from the Municipal Judge, Court Administrator, City Prosecutor, Police Department, Department of Assigned Counsel and others for information; may process required discovery requests.
- Tracks use of forms and replenishes.
- Performs other duties as assigned.

## **DESIRED MINIMUM QUALIFICATIONS**

### **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 increasingly responsible court related clerical work;
- (C) Any equivalent combination of education and experience, which provides the knowledge and abilities required.

### **Necessary Knowledge, Skills and Abilities:**

- A. Working knowledge of:
  - general office procedures;
  - legal language and procedures,
  - basic bookkeeping practices.
- B. Skill in the operation of the listed tools and equipment;
- C. Ability to:
  - effectively communicate on a one-to-one basis with the public;
  - maintain effective working relations with employees, other departments, officials and the public;
  - maintain accurate records;
  - type and enter data accurately;
  - work under pressure and/or frequent interruptions;
  - maintain confidentiality of records and information.

## **SPECIAL REQUIREMENTS**

- (A) Valid Washington driver's license, or ability to obtain one by time of hire.
- (A) Must be bondable.

## **SELECTION GUIDELINES**

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

## **TO APPLY:**

- A formal application form must be fully completed and submitted to:

**Personnel Officer  
City of Fircrest  
115 Ramsdell Street  
Fircrest, WA. 98466  
Phone: (253) 564-8901, Fax: (253) 566-0762  
[www.cityoffircrest.net](http://www.cityoffircrest.net)**

- *Resumes alone are not sufficient for consideration*, but may be attached to the application form.
- Applications may be filed in person, by FAX, or by mail.
- It is not the City's policy to FAX or Express Mail application forms.

## GENERAL INFORMATION FOR APPLICANTS

### SELECTION:

- The quality and completeness of the information provided on the application form may determine whether or not you are called for an interview. Incomplete answers or "see resume" may prevent further consideration.
- Testing may be required to measure candidates' abilities to perform essential functions or other performance dimensions.
- Persons selected for interview will be notified. If you need special accommodations during the interview phase of the selection process, please provide the City with five working days advance notice. The City endeavors to reasonably accommodate everyone.
- No formal notification will be sent to applicants not selected for an interview. Should the same or another position open for which you wish to apply, you must complete a new application to be considered for the new opening.

### EMPLOYMENT:

- Applicants who are offered employment will be required to provide proof of identity and authorization to work in the United States. The 1986 Federal Immigration Reform and Control Act prohibits the hiring of unauthorized aliens.
- The City does not discriminate in hiring on the basis of race, creed, color, ethnicity, national origin, sex, age, or marital status. In compliance with the Americans With Disabilities Act, disability will be considered only in the context of an applicant's ability to perform essential elements of a job and to determine reasonable accommodation.
- The City of Fircrest has a policy of limiting smoking in the work place.
- The City of Fircrest is a drug-free workplace.

Returned \_\_\_\_\_

CITY OF FIRCREST  
115 Ramsdell Street, Fircrest, WA 98466-6999  
253-564-8901 Fax: 253-566-0762

Application for Employment: **Court Clerk**

*The City of Fircrest is an equal opportunity employer and encourages applications from all persons.*

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**INSTRUCTIONS:**

- **Type or print in ink.**
- **Read Job Announcement and make sure you have complied with all requirements.**
- **Attach completed Skills Inventory Sheet, if required by Job Announcement.**

**NOTICES**

The City of Fircrest is committed to an Affirmative Action Program which provides for the recruitment of women, disabled persons, and members of ethnic minority groups in area of work where they may be under-represented.

The City of Fircrest is a drug free and smoke free work place.

If you are employed by the City of Fircrest, you will be required to establish your identity and authority to work in the United States, as required by the Immigration Reform & Control Act. Applications will be screened and the most qualified invited to interview. Those not contacted must assume they were not selected for an interview. Formal notification may not be sent to unsuccessful applicants.

**POSITION APPLIED FOR:**

First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_ Last Name \_\_\_\_\_ Social Security No. \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone \_\_\_\_\_ Message Phone \_\_\_\_\_

Valid Driver's License No. \_\_\_\_\_ Commercial License? Yes  No

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Are you a citizen of the United States? Yes  No

Are you prevented from lawfully becoming employed in this country because of VISA or immigration status?

Yes  No

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Are you now or have you ever been employed by the City of Fircrest? Yes  No

Do you have relatives working for the City of Fircrest? Yes  No

If so, name(s) \_\_\_\_\_ Relationship \_\_\_\_\_

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Other than parking tickets, have you ever been convicted of any law violation? Yes  No

If yes, list date, charges, penalties and remarks: \_\_\_\_\_

How did you learn about the position you are applying for? \_\_\_\_\_

### **EDUCATION & TRAINING**

Name of High School attended: \_\_\_\_\_ Did you graduate? Yes  No

Do you have a GED certificate? Yes  No

Colleges/Universities Attended: \_\_\_\_\_

Date Attended \_\_\_\_\_ Major \_\_\_\_\_ Degree/Diploma \_\_\_\_\_

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Date Attended \_\_\_\_\_ Major \_\_\_\_\_ Degree/Diploma \_\_\_\_\_

Other related Training: \_\_\_\_\_

### **EMPLOYMENT HISTORY**

Use this section to show that you meet the minimum work requirements, if any, as stated on the position announcement. Attach additional sheets to list other work history. Be as complete as possible in outlining the duties of each position.

**MOST RECENT EXPERIENCE – Paid or Volunteer**

May we contact this employer? Yes  No

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: Your Job Title: \_\_\_\_\_

Supervisor's Name Phone: \_\_\_\_\_

Total Time Employed: \_\_\_\_\_ Yrs \_\_\_\_\_ Mos From \_\_\_\_\_ To \_\_\_\_\_ Weekly Hours \_\_\_\_\_

Duties: \_\_\_\_\_

No. employees you supervised: \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Last Salary: \_\_\_\_\_

Reason for leaving or considering change: \_\_\_\_\_

**OTHER WORK EXPERIENCE – Paid or Volunteer**

May we contact this employer? Yes  No

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: Your Job Title: \_\_\_\_\_

Supervisor's Name Phone: \_\_\_\_\_

Total Time Employed: \_\_\_\_\_ Yrs \_\_\_\_\_ Mos From \_\_\_\_\_ To \_\_\_\_\_ Weekly Hours \_\_\_\_\_

Duties: \_\_\_\_\_

No. employees you supervised: \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Last Salary: \_\_\_\_\_

Reason for leaving or considering change: \_\_\_\_\_

**OTHER WORK EXPERIENCE – Paid or Volunteer**

May we contact this employer? Yes  No

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: Your Job Title: \_\_\_\_\_

Supervisor's Name Phone: \_\_\_\_\_

Total Time Employed: \_\_\_\_\_ Yrs \_\_\_\_\_ Mos From \_\_\_\_\_ To \_\_\_\_\_ Weekly Hours \_\_\_\_\_

Duties: \_\_\_\_\_

No. employees you supervised: \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Last Salary: \_\_\_\_\_

Reason for leaving or considering change: \_\_\_\_\_

**OTHER WORK EXPERIENCE – Paid or Volunteer**

May we contact this employer? Yes  No

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: Your Job Title: \_\_\_\_\_

Supervisor's Name Phone: \_\_\_\_\_

Total Time Employed: \_\_\_\_\_ Yrs \_\_\_\_\_ Mos From \_\_\_\_\_ To \_\_\_\_\_ Weekly Hours \_\_\_\_\_

Duties: \_\_\_\_\_

No. employees you supervised: \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Last Salary: \_\_\_\_\_

Reason for leaving or considering change: \_\_\_\_\_

Is there any condition that will interfere with performing the essential duties of the job with or without accommodation? Yes  No  If yes, please describe: \_\_\_\_\_

Check back over this application to make sure you have answered all questions correctly. Remember, an incomplete application may affect your eligibility or experience credit.

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I authorize the City of Fircrest, at the time of my application for employment or during the course of employment, to verify information (including criminal history) contained in this application as it relates to the position for which I am being considered, or in which I may be employed. I authorize all previous employers to furnish information concerning my past employment. I hereby acknowledge that the above information is being disclosed at my request and that I will make no claim whatsoever against the City of Fircrest, the agency being contacted, its agents, or employees arising out of the disclosure of such information.

I certify my statements in the application are true, complete and correct to the best of my knowledge and belief. I understand any falsification or omission of information may bar me from consideration for employment or I may be dismissed from my employment. I understand all statements made on this application may be verified.

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**Signature of Applicant**

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**Date**

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