

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**

- *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.