



## EMPLOYMENT OPPORTUNITY Fircrest Municipal Court

**POSITION:** Court Clerk (Regular Part-Time)  
**DATE OPEN:** April 29, 2019  
**DATE CLOSED:** Open until filled. First review May 17, 2019  
**SALARY RANGE:** \$20.17 to \$25.75 per hour

**THE POSITION:** The City of Fircrest is accepting applications for a part-time Court Clerk. The position works under the supervision of the Court Administrator. The Court Clerk performs a variety of technical and clerical work, including administrative support and in-court clerk duties, as well as processes forms, orders, and documentation for Court cases from origin to final disposition and jury management. Responsibilities vary depending on Court schedules, assignments, and cases. The Court Clerk provides accurate direction, information assistance, and technical support to all levels of Court customers including, but not limited to, attorneys, law enforcement agencies, defendants, victims, and state agencies. This position deals with sensitive and confidential information and has a high level of independency in judgment and action required. Work is at a full-range Court Clerk level, which involves team work, projects and includes assisting the Court Administrator to maintain Court functions and procedures in compliance with Federal, State and City laws and regulations.

### **SUPERVISION EXERCISED**

This is a non-supervisory position.

### **IN-COURT FUNCTIONS**

- Prepare and update Court docket.
- Make appropriate record of court proceedings, process files after hearings are held. Schedule, prepare and issue subsequent court hearings.
- Arrange for juror accommodations, if required.

### **ESSENTIAL DUTIES**

- Communicates a wide variety of information to the public regarding Court functions and procedures by telephone and at the counter.
- Maintains confidentiality and tact in dealing with the public.
- Remains calm and professional throughout stressful court proceedings.
- Provide exceptional customer service, both internally and externally. Performs routine and complex clerical duties and technical processing work in support of Municipal Court operations according to laws, rules, court policies and procedures.
- Assists with jury management and/or operations of Probation Department.
- Processes e-tickets, vehicle impounds, civil hearings, proceedings and other documentation relative to case management into the Court's computer system (JIS), and reviews a variety of records, Revised Codes of Washington and City codes.
- Prepares files for court sessions, ensuring appropriate documentation is in file. Notifies parties related to cases by subpoena, summons, officer notice and bonding company notice.
- Performs and coordinates courtroom clerk functions for various types of hearings including: arraignment, pre-trial, trial, mitigation, contested, show cause, hardship and motions. Schedules interpreters when appropriate. Keeps detailed records of Court hearings, identifying and numbering exhibits, tracking exhibits as to admittance by the Court, or disposition of or returning exhibits as required by law. Prepares agency referrals.
- Prepares transcripts of proceedings for appeals or other actions. Makes appropriate entries on computer as to each case and hearing held and its disposition.
- Assists tracking defendants that are in-custody, corresponds information to the Judge, arrange for transport, and maintains jail commitments and follow-up proceedings.

- Provides Judge with briefs, correspondence and memoranda.
- Performs highly responsible and complex clerical support with official Court documents and observes confidentiality and security procedures.
- Processes correspondence from defendants, which requires identifying the issue, researching the request, referring to the Judge, responding to defendants and making all appropriate docket entries.
- Maintains warrant control, issues, recalls, and processes warrants.
- Monitors case disposition for compliance with Court orders.
- May assist in the scheduling and coordination of jury trials. May act as bailiff in regards to jury management; directs and accommodates jurors.
- Receipts and disburses payments and bail/bonds; sets up time payment accounts and sets reviews for delinquent accounts; maintains accurate accounting for all funds collected, handled, processed or dispersed, and takes appropriate action for delinquent payments. Researches payment discrepancies and resolves problems as needed.
- May oversee Collection Accounts, process accounts for collections, sending delinquency notices as needed.
- May prepare daily bank deposits, and record monies received for a variety of court fines and parking and traffic tickets.
- Sorts, docket, routes documents. Performs primary filing including dockets, case files and correspondence.
- Maintain regular, reliable, and punctual attendance.
- Executes passports.
- Performs other duties as assigned.

#### **OTHER DUTIES AND RESPONSIBILITIES**

Court clerks are cross-trained to perform in court and administrative office functions. This job description reflects general details necessary to describe the job's essential functions and the job's level of knowledge and skill typically required. The job description should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, such as working in other areas to cover absences or relief, to equalize peak work, or otherwise balance the workload.

#### **DESIRED MINIMUM QUALIFICATIONS**

##### **Education and Experience:**

- Graduation from high school or GED equivalent; and
- Two (2) years increasingly responsible court related clerical work.
- Experience and proficiency in criminal justice systems such as JIS.

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

- Bookkeeping principles, methods and techniques.
- Courtroom policies, procedures and practices.
- Legal forms, documents and terminology.
- City ordinances and State laws and regulations.
- Modern office practices, procedures and equipment.
- Financial and statistical recordkeeping techniques.
- Operation of a computer terminal and other office equipment.
- Telephone techniques and etiquette.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Establish and maintain cooperative and effective working relationships with the Municipal Court Judge, Court Administrator, colleagues, attorneys, police agencies, other judicial process persons, as well as the general public.
- Interpersonal skills using tact, patience and courtesy.
- Ability to interact with emotionally distraught, irate, and combative individuals.
- Ability to communicate clearly and effectively, both orally and in writing in a high stress environment; read, interpret, apply and explain rules, regulations, policies and procedures.
- Ability to attend assigned court proceedings and document proceedings with absolute accuracy.
- Ability to process a wide variety of complex legal forms and documents in compliance with established procedures,

mandated timelines and judicial direction; develop and maintain complete court and financial records.

- Ability to process arrest warrants accurately and in accordance with the law.
- Ability to work independently with little direction.
- Ability to meet schedules and time lines.
- Ability to complete work with many interruptions.
- Ability to exercise sound and ethical judgment in the decision-making process.
- Ability to maintain confidentiality.
- Ability to recognize potential danger and take appropriate action to ensure safety and security.
- Ability to operate office machines and equipment including computer, copier and ten key. Type at an acceptable rate of speed; add, subtract, multiply and divide quickly and accurately.
- Ability to show initiative in performing job functions.

#### **SPECIAL REQUIREMENTS**

- Valid driver's license and a driving record acceptable to the City and the City's insurance carrier.
- Must be bondable.

#### **TOOLS AND EQUIPMENT USED**

Computer terminal including word processing and JIS specialized court software, ten-key calculator, phone, copy and fax machines, and FTR Gold recording system.

#### **WORKING CONDITIONS**

Work hours may vary depending on the Court's schedule and staffing. This position may cover occasional evening work on trial days. Work is performed in an office or courtroom environment and generally involves a high degree of concentration. Requires sitting and operating a keyboard to enter data into a computer terminal for extended periods of time, seeing to conduct work, and hearing and speaking to exchange information. May be required to do repetitive arm/hand movement (i.e., keyboarding). Basic cashiering ability required to collect fees, fines, etc. Bending, stooping, reaching and lifting (up to 25 lbs) may be required to perform filing duties. The incumbent must have the physical ability to perform all essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. May be exposed to individuals who may become abusive, hostile and/or threatening. Environment includes a normal range of noise and other distractions associated with working around standard office equipment.

#### **TO APPLY**

- A formal application form must be fully completed and submitted to:  
**Personnel Officer**  
**City of Fircrest**  
**115 Ramsdell Street**  
**Fircrest, WA 98466**  
**Telephone: (253) 564-8901, Fax: (253) 566-0762**  
**Email: jnappi@cityoffircrest.net**
- Resumes and cover letters are encouraged and may be attached to the application form.
- Applications may be filed in person, by FAX or by mail, or by email. All applications must be received by 5:00 p.m. on the closing date.
- 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.
- If you need special accommodation during the interview phase of the selection process, please provide the City with five business days advance notice. The City endeavors to reasonably accommodate everyone. All applicants interviewed will be sent written notification of the interview result.
- 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.
- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of other employees. While requirements may be representative of minimum levels of knowledge, skills and abilities to perform this job successfully, the incumbent will possess the abilities to perform each duty proficiently. This job description in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

### **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.