



THE CITY OF FIRCREST

EMPLOYMENT OPPORTUNITY Fircrest Municipal Court

POSITION: Court Clerk (Regular Full-Time)
DATE OPEN: August 19, 2021
DATE CLOSED: Open until filled. First review September 10, 2021
SALARY RANGE: \$3,591 to \$4,583 per month

THE POSITION: The City of Fircrest is accepting applications for a full-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 independence in judgment and action required. Work is at a full-range Court Clerk level, which involves teamwork, 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 the Court docket.
- Make an 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 the 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 the computer as to each case and hearing held and its disposition.
- Assists tracking defendants that are in custody, correspond information to the Judge, arranges 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; set 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, route documents. Performs primary filing including dockets, case files, and correspondence.
- Maintain regular, reliable, and punctual attendance.
- Performs other duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

Court clerks are cross-trained to perform 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, 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 timelines.
- 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 pass fingerprinting and background check.

TOOLS AND EQUIPMENT USED

Computer terminal including word processing and JIS specialized court software, ten-key calculator, phone, copy and fax machines, and audio 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, 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 is 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. The 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:
City of Fircrest
C/O Human Resources
115 Ramsdell Street
Fircrest, WA 98466
Telephone: (253) 564-8901
Email: jwestman@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 ability 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 based on 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 workplace.
- The City of Fircrest is a drug-free workplace.

Benefits

- Insurance Benefits: Employees and eligible dependent's medical, dental, and vision insurance coverage is currently provided through the AWC Employee Benefit Trust. Employees and their dependents will co-pay 10% of the medical premium. Dental insurance is provided through Washington Dental Service and both Dental and Vision insurance and is paid 100% by the City. Also provided is enrollment in the City's Employee Assistance Program. Insurance benefits begin the first day of the month following the date of hire.
- Paid Leave: Annual vacation leave is apportioned per pay period (26 annually) on a pro-rata basis from a schedule related to years of service as authorized by Council and may accrue to a maximum of 240 hours. Regular full-time employees accrue sick leave at the rate of eight hours for each calendar month and may accrue to a maximum of 1940 hours. Currently, there are ten holidays observed by the City, plus a "floating" holiday. In addition to the ten, City recognized holidays in the year, employees are granted a floating holiday, provided the employee is scheduled to work four consecutive months in the year. Accumulated holiday time must be taken in the year it is accrued or is lost. Please see the Personnel Policies and Procedures manual for the schedule.
- Retirement: Enrollment in the State Public Employee's Retirement System (PERS) with employee and employer contributions.
- Life Insurance: Currently, the City provides term life insurance coverage at the sum of the annual earnings rounded to the next thousand dollars plus the dollar value of the accrued sick leave as of January 1 each year rounded to the nearest thousand dollars.
- Deferred Compensation: The City offers a voluntary deferred compensation plan (ICMA) with no employer contributions.
- Hours of Work: Employees have a 40-hour workweek; however, positions may require shift work, overtime, and weekend work. Flexible schedules are available in some departments.
- Probationary Period: All regular employees are subject to successful completion of a probationary period of six months.