

CITY OF OCEAN SHORES

JOB DESCRIPTION

Title: Court Clerk – Part time

Reports to: Court Administrator

Salary Range: \$15.00 - \$17.00 Hr. DOE / Non-Union Represented / No Benefits

Scope of Responsibility:

The Ocean Shores Municipal Court is seeking applicants for a part time Court Clerk. This position performs technical work and provides clerical support for the operation of the court and works under the direction of the Court Administrator.

The Court Clerk must provide outstanding customer service during stressful situations; must be comfortable interacting with Judges, attorneys and defendants on a daily basis; must be committed to continuous learning; and must be able to thrive in a fast-paced environment.

The Court Clerk is expected to learn all functions of the Court, which include but are not limited to: accurate filing of criminal, traffic and domestic violence matters; completing accounting and data entry duties; learning and applying legal terminology; preparing documents and procedures in addition to general clerical competencies; maintaining electronic and paper court files; preparing warrants, subpoenas and calendars; entering all cases filed into the computer and assisting the Court Administrator, attorneys and defendants in courtroom proceedings.

Job Duties:

- Process criminal citations, traffic citations and domestic violence petitions from filing to disposition
- Process payments of court fines and bail/bonds. Record and receipt payments according to established court procedures
- Accurately and completely enter, update, retrieve, prepare and process court related documents using the court computer system (JIS)
- Maintain court documents and files
- Accurately schedule cases, notify necessary parties and prepare court calendars using approved forms
- Effectively assist with courtroom proceedings including signing in defendants, providing them with any necessary paperwork and assisting with setting up time payments and receipting payments
- Respond to inquiries from the general public, attorneys, police and other agencies both verbally and in writing

- Perform other court duties as assigned, including maintaining office coverage in the absence of the Court Administrator

Experience, Knowledge and Skills:

- Possess excellent customer service skills and the ability to maintain poise and composure under pressure, including the ability and willingness to treat all clientele with compassion, dignity and respect
- Ability to maintain strict confidentiality
- Possess the ability to work in a fast-paced, ever changing work environment
- Comfortable working with Judges, attorneys and defendants on a daily basis
- Commitment to continuous learning
- Ability to effectively work in a culturally diverse environment
- Ability to effectively communicate a wide variety of information
- Skilled in organization, follow through and must be detail oriented
- Knowledge of general accounting functions to process payments of court fines and bail/bonds, record and receipt payments according to established court procedures
- Knowledge of general office practices, procedures and equipment

Qualifications:

- High school graduate or equivalent
- 50 WPM keyboarding proficiency
- Working knowledge of office equipment, practices and procedures including business English, math and spelling
- Proficient telephone communications skills
- Minimum of 3 years experience in general office and/or courtroom procedures
- Requires a valid Washington State Driver's License
- Ability to pass a background investigation
- Requires the visual acuity and manual dexterity to operate a personal computer
- Requires the ability to sit for long periods of time
- Requires the ability to occasionally lift and carry items weighing in excess of 25 pounds
- Willingness and ability to work on an on-call, as-needed basis