



CITY OF BLACK DIAMOND

24301 Roberts Drive ~ PO Box 599
Black Diamond, WA 98010

Phone: (360) 886-5700
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Dear Applicant,

January 20, 2017

Thank you for your interest in the position of **Court Clerk** with the City of Black Diamond. This is a full time position with the City and is a Teamsters Local 117 represented position. Included with this letter you will find information of the hiring process, position description, and an application form.

The City of Black Diamond is an Equal Employment Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, sexual orientation, marital or veteran status, or any other legally protected status. Applicants requiring reasonable accommodation to the application and/or interview process should notify us immediately.

In an effort to obtain the best overall fit for the position of Court Clerk the City will evaluate the information you submit along with the information gathered throughout the hiring process. It is our goal to have this position filled as soon as possible.

The following general information is designed to familiarize you with the hiring process for this position; **however, this process may be adjusted without further notice.**

- To be considered for the position the City must receive a completed original City of Black Diamond Application packet consisting of a completed City of Black Diamond application, letter of interest, current resume that demonstrates your ability to perform the functions of this position and displays the previous experience required and any supplemental education or training information that you wish us to consider that relates to this position. **Application material must be received by 4:00 p.m. on February 7, 2017.**
- Application packets will be reviewed, those applicants chosen for an interview will be contacted by telephone, and those not selected will be notified by mail.
- The interview process may consist of, but not limited to any or all of the following: oral interview, written testing, situational exercise, and ability demonstration.
- All applicants interviewed will be notified in writing of their status. The top applicant(s) will be notified prior to their references being contacted. A second interview may be held.
- If a suitable candidate is selected, a letter of offer for employment with the City of Black Diamond will be issued.

Should you have any questions, I encourage you to contact me at (360) 886-5700 or by email at bmartinez@ci.blackdiamond.wa.us.

Sincerely,
CITY OF BLACK DIAMOND

Brenda L. Martinez
City Clerk/HR Manager

CITY OF BLACK DIAMOND

JOB DESCRIPTION

Job Title: **COURT CLERK**
Department: Municipal Court
Reports to: Court Administrator
Compensation: \$3,213- \$4,284 monthly
FLSA: Non-Exempt

Summary:

Performs a wide variety of technical and complex legal and clerical duties in support of the Municipal Court judicial services and administrative functions of the court office. Individuals assigned to this position are responsible for providing administrative support to the Court by performing clerical duties, customer service to citizens, processing legal documents, and assisting the prosecutor, public defender and defense attorneys. Duties include answering phones, front desk customer service assistance, processing payments, maintaining court records and court files, accounting, and other general court practice and procedure.

SCOPE:

Reports to: Court Administrator & Judge

This position requires a substantial knowledge of all court and office procedures, rules and authority, and the ability to transact the general business of the court and office subject to limited supervision.

WORK ENVIRONMENT:

Work is primarily performed in an indoor office setting with extended periods at a computer, sitting or standing. Physical effort is needed to move, lift and carry office equipment, supplies, and materials. Strong communication skills are needed for frequent person-to-person contacts, and telephone usage. The nature of the work has frequent interruptions and contact with the public and staff. Individuals must be able to work with little to no day to day supervision as there will be times when the court is only staffed with one court clerk. Individuals must be on time and able to work on their own and or with minimal staff and direction.

ESSENTIAL FUNCTIONS:

- Provide accurate information and assistance to all court customers, including attorneys, pro se litigants, law enforcement, victims of crimes, state agencies and other courts,
- Receive, process, mail, and schedule hearings both civil and criminal,
- Receive, process, and schedule hearings for appeals and vehicle impounds,
- Accurately docket criminal and civil proceedings,

- Accurately process FTA's, motions, process reports, and process public information,
- Prepare correspondence and maintains records,
- Provide courteous and accurate customer service to users of the court via phone or in person, responsibilities to include maintaining confidentiality, tact and a working knowledge of local court and state rules, policies and procedures,
- Oversee deferrals, jail sentences, pre-sentence matters, probation, failures to comply, release paperwork, and bail hearings,
- Respond to phone and counter assistance and sort and route corresponding documents related to requested information to the appropriate person or entity,
- Coordinate court matters with Defendants, Defense Counsel, City Prosecutor, Police Department, Jail, Alcohol Agencies and other levels of the criminal justice system,
- Receipt bail, fines and penalties,
- Prepare reports for state and local agencies,
- Prepare court dockets, calendars and files,
- Enter incoming filings, citations and complaints,
- Assist defendants or respondents with paperwork as needed or authorized by law,
- Perform primary filing of all papers, case files and related correspondence,
- Schedule court hearings,
- Respond to request from the Municipal Court Judge, City Prosecutor, Police Department and others for assistance and information
- Perform a variety of court room related tasks such as swearing in juries and witnesses, opening court sessions and marking exhibits in order of presentation in court cases,
- May assume the duties of supervisor in supervisor's absence,
- Process and forward traffic infraction dispositions to the Department of Licensing,
- Coordinate cases where ICAOS applies,
- Perform other duties as assigned,
- Courtroom clerical work as needed, prepare judicial paperwork for Judge to review and sign with a working knowledge of fines and costs imposed for each case.

QUALIFICATIONS:

Education and Training:

Graduation from high school or GED and two (2) years of experience in a clerical, courtroom or law enforcement setting. Court experience desired and Law enforcement or accounting background considered. Familiarity with Word, Excel, and Power Point desired.

Licenses and Certification:

Valid Washington State driver's license, or the ability to obtain within thirty days of employment.

Knowledge, Skills and Abilities:

- Knowledge of the court and case processing procedures,
- Knowledge of JIS or JABS desired,
- Knowledge of legal forms, documents and terminology,
- Knowledge of general office practices,
- Ability to maintain confidences required,
- Skilled at effectively resolving interpersonal conflict and interacting with emotionally distraught, angry or hostile individuals,
- Ability to accurately assess environment, identify potential dangers, and take appropriate action to ensure safety and security,
- Ability to learn and accurately apply numerous laws, regulations, policies and procedures related to court activities,
- Ability to work independently and make responsible decisions in accordance with court policies and procedures,
- Ability to ensure mandated state time frames are followed in relation to court cases,
- Ability to meet deadlines,
- Ability to organize and prioritize work and appropriately schedule court activities,
- Ability to rapidly and accurately enter data into a computer from verbal and/or written direction,
- Ability to complete work accurately and rapidly with intense periods of concentration and frequent interruptions,
- Ability to express ideas clearly and concisely both verbally and in writing,
- Ability to establish effective working relationships with diverse populations, co-workers and other agencies
- Ability to maintain composure, use tact, patience and courtesy when dealing with stressful interpersonal situations
- Ability to clearly hear and accurately discern verbal communications in a crowded, noisy work environment
- Ability to work cooperatively as a member of a service oriented team

The statements contained herein reflect general details as necessary to describe the principle functions of this classification, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.

Origination date: July 1996

Updated: January 2017