CITY OF SEATTLE

Court Clerk: FT, PT, Temp

SALARY:	$21.77 - $25.32 Hourly
LOCATION:	Seattle Justice Center, 600 5th Ave., Seattle, Washington
JOB TYPE:	Classified Civil Service, Regular, Full-Time
SHIFT:	Day
DEPARTMENT:	Municipal Court of Seattle
BARGAINING UNIT:	Teamsters, Local 763 - Municipal Court
CLOSING DATE	11/26/13 04:00 PM Pacific Time

POSITION DESCRIPTION:

The Municipal Court of Seattle is one of the highest volume Courts of Limited Jurisdiction in the state with over 200 staff. In addition to mainstream calendars for criminal, infraction, and civil cases, the Municipal Court of Seattle also has a Mental Health Court, 1.5 Domestic Violence Courts, Community Court, and Veterans Treatment Court.

This is an exciting time to join the Municipal Court as we are transitioning away from a paper-intensive case management system to electronic court files. The Court Clerk plays a critical role in the courtroom proceedings by accurately creating and preparing the official record of the court's events. They also work closely with our seven elected judges and their bailiffs, and interact with defense and prosecuting attorneys, interpreters, and other court participants.

We are accepting applications from qualified candidates who are interested in working as a full-time, part-time, or on-call/temporary Court Clerk.

JOB RESPONSIBILITIES:

Examples of work or tasks include, but are not limited to:

- Accurately record the details of all courtroom proceedings as each case is heard, which includes database entry of: court proceeding notes, hearing information and outcomes, trial proceedings and outcomes, bail bonds and discharges of those bonds, motions, dispositions, parties, evidence, obligations, judgment and sentence information.
- Listen and record all rulings, findings, pleas, and sentences.
- Act as procedural and operational liaison on pertinent courtroom activities among the

Judges, attorneys, other agencies, and the public; prepare and process all required documents.

- Provide administrative support to courtrooms by reviewing case files and database entries for accuracy and completeness; correct file or data entry errors.
- Compile, assemble, and distribute court calendars and supporting documents for continued and completed cases to appropriate parties.
- Cover all types of high-volume, fast-paced trial courts including, domestic violence, community court, and mental health court as well as in-custody arraignments.
- Handle multiple tasks such as: listening, writing, scheduling court dates, answering questions, entering data, and monitoring the flow and electronic record of the court proceedings.
- Working knowledge and utilization of various databases and technologies, which are continually updated due to rule, ordinance, and procedural changes
- Interface and facilitate court process by demonstrating professional interpersonal skills with Judge, other clerks, court room bailiff, attorneys, and other representatives in the courtroom such as King county jail officers, community agencies, probation staff, court payment and jail cashiers, defendants, and the public.

QUALIFICATIONS:

- Equivalent of one year (2080 hours) of experience in a court clerk or other rated court operations position , which includes: having excellent listening skills like understanding the content, legal terminology and intent of messages, having experience working in a fast-paced environment while being meticulous about quickly and accurately completing multiple tasks, conscious of and sensitive to the diversity within the Court's jurisdiction and maintaining composure and professionalism with this diverse population, exercising sound judgment in handling routine business matters, being even-tempered, and professionally addressing external and internal customers.
- Specialized post high school training such as legal secretary, paralegal, or pre-law courses may be substituted on a month for month basis for the required experience up to a maximum of 6 months.
- Able to work Monday – Saturday and holidays and maintain regular and punctual attendance.

ADDITIONAL INFORMATION:

DESIRED QUALIFICATIONS:

- Prefer at least three (3) years working inside a criminal courtroom as a court clerk, bailiff, or court reporter.

- Associates degree or certification from accredited college in Paralegal/Administration of Justice/Legal Secretary program.
- Proficiency in using a computer and experience with legal databases such as MCIS.
- Able to type 40 WPM.

ADDITIONAL INFORMATION & QUESTIONS:

Job offers are contingent on the verification of credentials and other information required by the application process including the completion of a background check which includes criminal history. Within six months of appointment, must complete Washington State Patrol (WSP) Access Certification and demonstrate competence in the use of MCIS software and databases/applications for Department of Licensing (DOL), WSP and various agencies.

For more information on the Seattle Municipal Court visit: www.seattle.gov/courts. Please direct your questions to the Personnel Specialist, Kristy Hulverson, at 206-233-7201.

APPLICATIONS MAY BE FILED ONLINE AT:
Job #2013-01133

http://www.seattle.gov/jobs
COURT CLERK: FT, PT, TEMP
KH

If you are unable to apply on-line you may submit a paper application by the closing date to our office.

OUR OFFICE IS LOCATED AT:
Seattle Municipal Tower
700 5th Avenue, Suite 5400
Seattle, WA 98104
206-684-8088
Careers@seattle.gov

The City is an Equal Opportunity Employer that is committed to diversity in the workplace. The City is a Drug Free Workplace.

Court Clerk: FT, PT, Temp Supplemental Questionnaire

*1. Which Court Clerk opportunities do you want to be considered for? Check all that apply:

- ❑ Full-time positions with benefits
- ❑ Part-time positions with benefits
- ❑ On-call, temporary positions, premium pay in lieu of benefits

*2. Municipal Court is in session Monday through Saturday and holidays, are you available and willing to work these days?

- ❑ No
- ❑ Yes

*3. Are willing to be flexible with break times and able to work overtime if court proceedings unexpectedly run long?

- ❑ Yes
- ❑ No

*4. Have you ever worked for the Seattle Municipal Court as a regular or temporary worker, volunteer, or student intern?

- ❑ No
- ❑ Yes

*5. Please select the option that best describes your highest level of education

- ❑ High School Diploma/GED
- ❑ Some College
- ❑ Associate's Degree
- ❑ Bachelor's Degree
- ❑ Master's Degree
- ❑ Juris Doctorate
- ❑ Ph. D.
- ❑ None of the above

6. Please indicate any relevant, post high school training (such as legal secretary, paralegal, court reporter, or pre-law courses) or leave blank if not applicable. (100 character limit)

*7. Please select from the list below the type of court(s) you have worked at for more than one year:

- ❑ Municipal
- ❑ District
- ❑ Superior
- ❑ Court of Appeals
- ❑ Supreme
- ❑ None of the above

*8. Please select from the list below the job title(s) you have held for more than one year.

- ❑ Attorney
- ❑ Bailiff
- ❑ Court Clerk
- ❑ Court Operations Staff
- ❑ Court Reporter
- ❑ Court Transcriber
- ❑ Judicial Assistant
- ❑ Paralegal
- ❑ None of the above

9. If you held an in-courtroom position, what was the volume of cases you processed a day? Please leave

blank if not applicable. (25 character limit)

* 10. Please indicate how many years of experience you have performing in court duties or following legal procedures.

- ❑ No experience
- ❑ Less than six months
- ❑ Six months to one year
- ❑ More than one year

* 11. For your job experience that most closely matches this one, please type the job title and your primary responsibilities associated with that job. (200 character limit)

* 12. How many years of in-person, customer service experience do you have?

- ❑ No experience
- ❑ Less than a year
- ❑ Between 1-3 years
- ❑ More than 3 years

* 13. What qualities make you a great team player? (50 character limit)

* 14. Did you include a cover letter indicating why you are interested and qualified for this position?

- ❑ No
- ❑ Yes

* Required Question