

CITY OF PORT ORCHARD

JOB DESCRIPTION

Job Title: Court Clerk

FLSA: Non-Exempt

Civil Service: Exempt

Department: Municipal Court

Reports To: Court Administrator

General Function

Incumbent assigned to this position classification perform complex clerical, legal secretarial and accounting duties and exercises independent judgment and decision making as authorized limits. Position requires on-the-job training and experience in municipal court administration.

Incumbents are required to know substantially all of the court and office procedures, rules and authority, handle all incoming work, transact the general business of the Court and office, subject to very general supervision. Work is reviewed in process and upon completion for adherence to established rules and regulations and timeliness of completion.

Supervision Responsibilities

This is a non-supervisory position.

Essential Job Duties and Responsibilities

The job duties and responsibilities set forth in this document do not represent a complete or exclusive list of duties.

Individual is expected to perform any job-related task assigned by the Judge, Court Administrator, or the Lead Clerk in the absence of the Court Administrator.

Incumbents are required to perform a variety of daily tasks, which include, but are not limited to the following listed duties. While any one position's regular job assignments may not include all of the duties listed, all court employees may be required to assist with or to perform other court-related duties as assigned. Such assignments may include,

working in other function areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload.

Court counter activities:

- Assist the public at the counter
- Answer the telephones
- Receipt fines and payments
- Receive and file all citations/infractions
- Process all infraction requests for hearings
- Schedule Time Payment Agreements for infractions and criminal violations
- Manually file citations and other files to file cabinets
- File closed cases to the archives and destroy closed cases at the direction of the Court Administrator
- Process mail received

Office Procedures/Computer Generated Activities:

- Report case disposition to appropriate law enforcement agency or agencies, to Washington State Identification Section for recording on the NCIC/WSPC computers, and traffic-related disposition to Department of Licensing
- Pull and run all court calendars
- Monitor Bench Warrants after issuance to ensure they are properly quashed/recalled/ returned
- Prepare Case Tracking Reports where required
- Monitor and process failure to appear/respond notices to Department of Licensing
- Monitor individuals in custody awaiting hearings to ensure they are seen in a timely manner
- Request and post vehicle registrations for contested parking violation hearings
- Prepare and mail notices of case setting/summons for mitigation and contested hearing
- Assist the Lead Clerk in monitoring community service workers, as needed
- Set up time pay accounts for fines assessed by the Court

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- Monitor time pay and non-time pay aging reports

Court room activities:

- In court clerk for mitigation and contested hearings, process and file orders and findings
- In court clerk for criminal arraignments, trials, hearings and all other criminal related matters
- In court clerk for other court proceedings when required

Probation Monitoring activities:

- Prepare monthly Probation Case Status Report
- Update and verify information contained on Plea and Sentence screens for all cases
- Review all petitions and orders for deferred prosecution to ensure they meet court requirements
- Check Deferred Prosecution files monthly to ensure compliance with court orders
- Review monthly treatment reports for all deferred prosecutions and suspended/deferred sentences
- Schedule hearings as required due to noncompliance
- Close files at the end of suspension periods if in compliance
- Monitor compliance of court orders for deferred findings
- Contact treatment agencies as required to update or clarify reports
- Randomly verify attendance at court ordered AA meetings
- Monitor compliance with electronic home detention sentence assigned by the Court

Other activities:

- All other court related duties as assigned
- Perform the duties of the Lead Clerk or other court positions to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload

Knowledge, Skills and Abilities

The Court Clerk must possess the ability or aptitude to perform the following proficiently:

- Basic data entry on the State computer program (DISCIS)

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- Knowledge of file maintenance procedures and filing systems
 - Knowledge of court policies, procedures, and documentation
 - Ability to perform keyboard data entry at a minimum of 40 wpm
 - Ability to use a variety of office equipment including, but not limited to personal computers, typewriters, calculators, multi-line telephone system, telephone-fax machines, copiers, and system printers
 - Ability to read, comprehend, and verbally communicate the rules of the court in a clear and concise manner
 - Ability to deal with people, including impolite and hostile people, pleasantly and politely
 - Ability to maintain confidentiality at all times
 - Knowledge of basic accounting background in order to process court financial transaction
 - Excellent verbal and written communications skills

Working Conditions

The work of the Court Clerk is performed in an office and involves close and constant work with computers, which exposes the Court Clerk to normal computer emissions and requires repetitive motion tasks. The Court Clerk may be exposed to individuals who may become hostile and/or threatening. Due to the background of some defendants, the Court Clerk may also be exposed to bloodborne and/or airborne pathogens.

Physical Requirements

The Court Clerk must have the ability to conduct voice communication, both directly and by telephone. He/she must be capable of operating common office equipment and computers. He/she must be capable of sitting for extended periods while court is in session. Occasional lifting of up to 50 pounds may be required. Emotionally capable of coping with occasional high stress and/or confrontations.

Experience and Training

- High School diploma or GED
- One year experience working in the legal field and /or one year technical training in the legal field
- Experience performing in-court clerk duties desirable

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- DISCIS experience desirable

Any combination of experience and training that provides the desired skills, knowledge, and abilities.

All city employees must successfully pass a pre-employment Drug Testing as prescribed by the City's Drug and Alcohol Testing Policy.

Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in the position of Court Clerk. Some requirements, however, may exclude individuals who pose a direct threat or significant risk to the health and/or safety of others.

This job description does not constitute an employment agreement between the Employer and Employee, and is subject to change as the needs of the Employer and requirements of the job change.