

JOB DESCRIPTION

JOB TITLE: Court Clerk (Non Exempt)

DEPARTMENT: Legal

REPORTS TO: Court Administrator

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. May act as interpreter (English/Spanish) in the clerk's office and/or courtroom.

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

ESSENTIAL FUNCTIONS:

1. Represent office in a professional capacity; assume confidentiality in all matters. Requires frequent effective interaction with the public, both on the telephone and in person.
2. Receive and data input all criminal and non-criminal cases written by all law enforcement agencies in the City of Anacortes.
3. Attend and keep accurate recording records of all court proceedings held in Municipal Court, including hearings requiring interpreters and jury trials.
4. Responsible for all exhibits entered as evidence, official memoranda, contracts, and agreements for criminal and civil cases.
5. Prepare daily court calendars for scheduled hearings and process files after said hearings, forwarding all documents to appropriate agencies.
6. Prepare warrants of arrest, summons, and subpoenas for Judges' signature as necessary.
7. Provide information to general public, media, attorneys, and law enforcement agencies and other County offices regarding infractions, criminal traffic, and criminal non-traffic cases.
8. Monitoring defendants' compliance with court orders, which include: alcohol evaluations and treatment, anger management evaluations and treatment and pretrial supervision, and other general case management.

9. Index and file probation cases, deferred prosecution, citations and warrant of arrest files and maintain a system by which documents and files may be accessed. Must also follow state archive requirements for destruction of files and records.
10. Maintain accurate records on a statewide person database, which includes but is not limited to sentencing information, warrant of arrests and no contact orders.
11. Prepare weekly report for media and alcohol agencies regarding criminal sentencing.
12. Perform mathematical calculations using sentencing information and set up payment agreements. Receipt monies for traffic infractions, court fines, appeal fees, and trust account funds.

PERIPHERAL FUNCTIONS:

1. May assume the duties of supervisor in supervisor's absence.
2. Perform the duties and responsibilities of co-workers in a backup role when necessary.
3. Compile and prepare statistical data from a variety of sources for the Court Administrator. Data is also transmitted to Department of Licensing and other agencies.
4. Knowledge of local court rules, legal procedures, and terminology as well as keep up-to-date with legislative changes affecting Municipal Court.
5. Act as receptionist for the Municipal Court Judges and screen incoming calls, personal visits, problems and other relevant matters, evaluate relative importance of each.
6. Transfer criminal and civil appeals to Superior Court.
7. Monitor and close all criminal probation cases in which the probation period has expired.

WORKING CONDITIONS:

Work is performed primarily in an office or courtroom environment. A physical hazard may occur from agitated defendants awaiting trial, or during trials or hearings, as well as from the general public.

PHYSICAL REQUIREMENTS:

Ability to hear telephone, and perform data entry for long periods of time. Ability to see read and comprehend written materials. Also requires the occasional lifting of boxes and other materials weighing up to 50 pounds.

SKILLS, KNOWLEDGE AND ABILITIES:

1. Knowledge of local and state court rules, legal procedures, and terminology.
2. Ability to operate standard office equipment (photocopies, telephone, typewriter, facsimile machine, 10-key adding machine, and computers). Knowledge of Windows and word processing.
3. Ability to access and use data bases such as SCOMIS and JIS.

4. Ability to work well with a diverse group of staff and agencies.
5. Ability to use tact, discretion, and courtesy in dealing with general public, litigants, other courts, and other City of Anacortes departments.
6. Must have excellent communication skills, both orally and written.
7. Ability to work independently and make responsible decisions in accordance with laws and court procedures. Must be able to maintain time lines, keep accurate records, and be detailed oriented.
8. Ability to assist and train co-workers on specific job duties.
9. Ability to understand and implement complex oral and written instructions or regulations.
10. Ability to make consequential work decisions in accordance with laws, regulations and court policies and procedures, often in situations in which there may be little precedent.
11. Ability to handle multiple tasks in a high stress environment.

EDUCATION AND EXPERIENCE:

High school diploma or GED.

Three years of increasingly responsible court services work or an equivalent combination of education and experience, which provides the required knowledge, skill, and ability to perform the work.

OTHER

1. As an absolute condition of employment, employees are required upon hire to sign a drug-free workplace agreement and an agreement not to use tobacco products in any form while on the job.
2. The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.
3. Following an offer of employment, and prior to starting work, individuals may be required to have a pre-employment physical examination by a physician designated by the City of Anacortes. The City will pay for the examination. Satisfactory clearance to perform essential job functions will be required for employment.

Are you able to perform the essential functions of this job with or without accommodation?

YES NO

If testing is required, will accommodation be necessary?

Signature_____

YES NO
Date_____