

# City of Milton

## Job Description

**Job Title:** Court/HR Assistant  
**Applications Due:**  
**Department:** Court, Human Resources  
**Reports to:** City Clerk  
Day-to-day accountability to City Clerk, Executive Assistant,  
Finance Director  
**Compensation:** Range 12 (\$2,636- \$3,204/mo) + benefits

## General Description

The general purpose of this position is to provide administrative support to the Court and Human Resources departments, in approximately a 50/50 time allocation. This position performs a wide variety of clerical tasks for both departments. In addition, this position is responsible for processing payroll each month. This position is required to be a member of the International Association of Machinists and Aerospace Workers.

## Essential Responsibilities

### **Court:**

- Administering criminal proceedings and docketing
- Preparing correspondence and maintaining records
- Processing deferrals, jail sentences, probation, pre-sentence matters, and failures
- Assists in the coordination of court matters with defendants, defense counsel, City Prosecutor, police department, jail, alcohol agencies and other levels of the criminal justice system
- Receipts, deposits, and accounts for monies for fines, bail, forfeitures and other court receipts
- Other duties as assigned

### **Human Resources:**

- Process Payroll once each month with a mid-month draw and prepare related reports as required
- Provide answers to employment and benefit-related questions to employees
- Perform benefit administration including claims resolution, change reporting, approving invoices for payment, and communicating benefit information to employees
- Maintain confidential and non-confidential human resource records
- Perform various human resource-related research
- Act as contact for AWC drug consortium (arranging for drug and alcohol testing for new employees and for DOT required testing)

- ❑ Assist in the recruiting/hiring process, including applicant testing and maintenance of accurate records
- ❑ Provide other general human resources support and related duties as assigned

### **Qualifications**

1. High School Diploma; college degree preferred
2. Basic knowledge of Human Resources and Court principles and practices preferred
3. Ability to understand and explain City benefit program
4. Good clerical and accounting skills, including filing, typing, computer and basic office equipment use
5. Excellent customer-service skills
6. Skill in obtaining, researching, clarifying, and exchanging information
7. Ability to multi-task
8. Ability to organize, prioritize, work effectively under time restraints, and maintain good follow-through
9. Excellent oral and written communication skills
10. Excellent interpersonal skills; a “team player”
11. Ability to discern sensitive information and protect confidentiality
12. Valid Washington state driver’s license or the ability to obtain one

### **Tools and Equipment Used**

Personal computer, including word processing and spreadsheet software, calculator, copy and fax machine, telephone and recording systems, and other general office equipment.

### **Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, stand, hear, walk, use hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential function of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel or crouch.

The noise level in the work environment is usually quiet while in the office, or moderately loud when in Court

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position.

**The job description does not constitute an employment agreement between the City and the employee and is subject to change by the City as the needs of the City and requirements of the job change.**