

CITY OF SEDRO-WOOLLEY
Job Description – Court Clerk

JOB TITLE: Court Clerk
DEPARTMENT: Municipal Court
LAST UPDATED: 08/20/2021
STATUS: Regular, Full-time
REPORTS TO: Municipal Court Judge
WAGE RANGE: \$5,798.00 per month

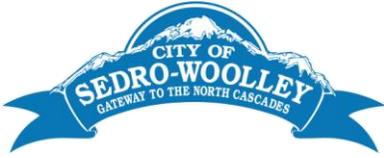
SUMMARY:

This position is appointed by the Sedro Woolley Municipal Court Judge. This position performs a wide variety of technical and complex legal, clerical, secretarial, and accounting duties in the support of the municipal court judicial services and functions of the court office. This position exercises a high level of technical expertise, accuracy, confidentiality, responsibility, and efficiency. This position requires 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. This position also has administrative responsibility for all non-judicial functions of the court and plans, implements and manages the daily operations of the court. Work involves short and long-term planning; budget preparation and administration; and public relations/liaison. The clerk is also responsible for budget control for the Municipal Court, which includes monthly reporting to the City. The Court Clerk works closely with the Presiding Judge but is also expected to work independently in reaching management decisions where non-judicial operations are involved.

ESSENTIAL FUNCTIONS:

Essential and other important responsibilities and duties may include, but are not limited to, the following:

- Represents office in a professional capacity, including frequent interaction with the public, both on the telephone and in person.
- Assumes confidentiality in all manners.
- Receives data and inputs all criminal and non-criminal cases written by law enforcement agencies in the City of Sedro-Woolley.
- Attends and keeps accurate records of court proceedings held in municipal court.
- Keeps accurate records of all exhibits entered as evidence.
- Maintains accurate records on a statewide database which includes, but is not limited to, sentencing information, warrants of arrest, and no contact orders.
- Prepares daily court calendars for scheduled hearings and processes files after said hearings forwarding all documents to appropriate agencies.
- Prepares warrants of arrest, summons, and subpoenas for Judges' signature as necessary.
- Be fully informed of procedures providing information to the general public, media, attorneys, law enforcement agencies, and other city offices regarding infractions, criminal traffic, and criminal non-traffic cases.
- Assists the probation office in monitoring defendants' compliance with court orders which include: alcohol evaluations and treatment, anger management evaluations and treatment, pre-trial supervision, and other general case management.
- Indexes and files all case types and maintains a system by which documents and files may be accessed.
- Performs mathematical calculations using sentencing information and sets up payment agreements.
- Receipts monies for traffic infractions, court fines, appeal fees, and trust account funds; balances daily receipts.
- Prepares and assigns delinquent fines and fees for collection.
- Assembles and mails summons to potential jurors, maintains lists, signs in and manages jurors on jury trial days.



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- Follows state archive requirements for destruction of files and records.
- Performs the duties and responsibilities of co-workers in a backup role when necessary.
- Acts as bailiff to escort jurors throughout the trial process.
- Plans, organizes, coordinates and manages the non-judicial operations of a municipal court; advises and assists subordinates as necessary and provides for their training; make staff appointments; reviews and supervises work of subordinate staff; conducts the evaluations of employees.
- Develops, recommends and implements approved municipal court goals, operating plans, methods and procedure improvements; prepares resource requests, management reports; develop the annual Municipal Court budget request and administer the approved budget.
- Provides for ongoing liaison with other city departments, private organizations and the general public concerning municipal court non-judicial operations.
- Directs, monitors and reviews the timely collection and disbursement of all fines and court fees in conformance with State statutes.
- Directs, monitors and reviews the Municipal Court functions of case flow, records management, juror utilization and facilities.
- Supervises the providing of written and verbal technical information to the public. Personally answers unique questions. Receives, investigates and resolves the public's complaints and problems.
- Requisitions and purchases supplies and equipment; arranges appropriate maintenance services for the repair of equipment.
- Directs, monitors and reviews the maintenance of personnel, payroll, vacation, sick leave, overtime records.
- Maintains necessary records and prepares required reports.
- Develops and oversees compliance of performance standards.
- Attend and participate in City Council meetings as needed after consultation with the Municipal Court Judge.
- Works closely with Municipal Court Judge in personnel, planning, budget, and other administrative matters as needed.

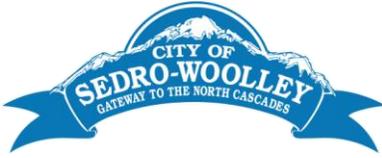
PERIPHERAL FUNCTIONS:

- Other duties as assigned by the Municipal Court Judge.

SKILLS, KNOWLEDGE AND ABILITIES:

Knowledge/Abilities Required:

- Superb communication and customer service skills to balance the needs of both internal and external customers.
- Record and input data and make numerical calculations with speed and accuracy.
- Knowledge of local and state court rules, legal proceedings, and terminology.
- Access and use statewide database known as JIS (Judicial Information System, JABS (Judicial Access Browser), IHIPS (Internet Query System), DIAS (Driver Information and Adjudication System) and AV Captureall.
- Must have excellent computer skills and be proficient with current version of the Microsoft Office Suite.
- Excellent written and oral communication skills
- Must be able to operate office equipment, including, but not limited to computers, ten (10) key adding machine, copier, scanner, fax machine, and multi-line telephones.
- Must be able to work both independently and as part of a team, and organize work to meet deadlines with a high degree of accuracy.



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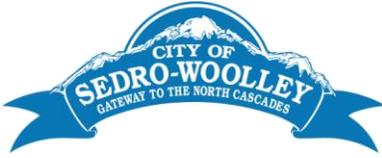
- Must be able to establish and maintain cooperative and effective working relationships and rapport with a diverse group of coworkers, elected officials, vendors, and the public.
- Use tact, discretion, courtesy, and professionalism in providing quality customer service to the general public, defendants, litigants, other city departments, courts, and agencies.
- Must be able to work in direct contact with difficult, hostile, unstable and potentially dangerous persons in a safe and professional manner
- Understand and implement complex oral and written instructions or regulations.
- Maintain a high standard of accuracy, completeness, and efficiency.
- Work independently and make consequential work decisions in accordance with laws, regulations, and court policies and procedures, often in situations in which there may be little precedent.
- Efficiently analyze, organize, prioritize, coordinate, schedule, and follow through on assignments to meet work objection.
- Perform multiple tasks in a high stress environment, with speed and accuracy.
- Maintain confidentiality and follow the judicial code of ethics.
- Thorough knowledge of court procedures and policies, case processing, work related laws and codes, and legal terminology.
- Thorough knowledge of principles of administration, planning, supervision and organization.
- Considerable knowledge of local, state, federal laws and regulations that apply to personnel management.
- Considerable knowledge of the literature, developments and trends in the field of court administration.
- Ability to plan, delegate, coordinate and improve the work of the Municipal Court; ability to motivate subordinate employees; ability to identify needs, develop long-range plans and to evaluate outcome.
- Must possess a broad base of knowledge and extensive experience with software and personal computer applications.
- Experience in a court environment using a major data management system to process workload.
- Ability to establish and maintain effective working relations with subordinates, public private and union officials, district court employees and the public.
- Knowledge of managing in a union environment.
- Must be well organized with effective management and team building skill and be able to work independently under pressure.

EDUCATION AND EXPERIENCE:

- High School Diploma or GED required.
- A minimum of one (1) year of increasingly responsible court services work preferred.
- Must have excellent computer skills and be proficient with current version of the Microsoft Office Suite.
- A valid Washington State driver's license and a driving record acceptable to the City's insurance carrier.
- Must be bondable.
- Bachelor's degree in business administration and management preferred.
- Experience in professional supervisory position within the criminal justice system preferred.
- An equivalent combination of education and experience may be substituted which provides the skills, knowledge and abilities to perform the essential functions of the position.

WORKING CONDITIONS:

This is an FLSA Non-Exempt position. Work is generally completed on a regularly scheduled basis; the normal workweek is based on a schedule of 8:00 AM to 5:00 PM, Monday through Friday, forty (40) hours per week.



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The principle duties of this job are performed in a dynamic, fast-paced office environment. Public contact and interdepartmental contact is at a maximum in this office. This position is located in an indoor setting, but may require visits to outside departments which would create a limited exposure to weather elements. This position is performed frequently sitting at a desk, table or computer workstation.

A physical hazard may occur from agitated defendants awaiting trial or hearing, as well as from the general public.

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 regularly required to sit and use hands to handle or feel objects, tools, or controls. The employee is frequently required to talk or hear. The employee is required to stand, walk, reach with hands and arms; stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

ESSENTIAL PHYSICAL ABILITIES:

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively on the telephone and in person.
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to comprehend written work instructions; and comprehend, prepare, review, and evaluate written documents and text material.
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to use operate a computer and use various office equipment.
- Sufficient personal mobility, flexibility, and physical reflexes, with or without reasonable accommodation, which permits the employee to drive to various locations.

The statements contained herein 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, but 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 workload periods or otherwise to balance the workload. The City of Sedro-Woolley is an Equal Opportunity Employer.