

Selah Municipal Court

Court Clerk/Administrator

Responsible for planning, organizing, implementing and directing all non-judicial policies and procedures of the municipal court in accordance with the laws of the State of Washington and the City of Selah. Duties include administering the non-judicial functions of the court; plans and manages daily operations of the court under the supervision of the Municipal Court judge and within the governing framework of state statutes and local ordinances.

ESSENTIAL JOB FUNCTIONS: Duties include, but are not limited to the following:

Oversee and manage daily non- judicial functions of the court.

Responsible for the management and coordination of external communications for the court including television news and print media.

Oversees and coordinates the internal court information technology requirements.

Handles or oversees sensitive, complex, or critical issues.

Responsible for training backup or fill-in court personnel.

Manages case-flow, court records. This requires verifying personal information as necessary.

Plans and implements procedural and administrative functions for the court.

Manages the financial accounts of the court, including accounts receivable, payable and trust account, accounting for collection of fines, fees and bail postings and takes appropriate action for delinquent payments and collection agency action in accordance with court policy.

Adding late penalties and initiating Department of Licensing suspension action for delinquent accounts.

Monitor no contact orders, ensuring they are properly entered or removed from the JIS system.

Establishes and maintains effective working relationships with judges, attorneys, elected and appointed officials, external court customers, jails, probation staff, law enforcement staff and court staff.

Formulate and submit to the judge any recommendations for mandated changes or any other changes for improving the operation of the court.

Work independently with minimal supervision.

Maintain current knowledge of court rules, regulations, requirements and restrictions.

Institute changes to accommodate new policies and laws.

Communicate effectively both orally and in writing.

Operate standard office machines and equipment.

Operate a computer terminal to enter data, maintain records and generate reports.

Work confidentially, with discretion.

Prepare court calendars for criminal and infraction cases; insuring proper documentation of court proceedings, and act as clerk for the judge in the courtroom during court sessions.

Maintain active warrant files.

Adjudicate FTAs with Department of Licensing through Secure Access, JIS and/or paper Adjudications.

Access and use Spillman software as needed in order to gather reports and information pertaining to cases.

Create, prepare and maintain a vast collection of court files.

Manually enter citations into JIS system, and process citations through the e-ticket system.

Respond to counter, telephone and written inquiries; respond to and oversee Public Records requests.

Maintain and compile statistical data and all mandated caseload reports including processing month end reports, audit reports and monthly remittance to the city.

Reconcile monthly bank statements.

Process and submit yearly Unclaimed Property Report for the Department of Revenue.

Scheduling of court hearings and jury trials.

Maintaining master jury list and collection of prospective jurors.

Maintain records retention and destruction of records per state law.

Maintain adequate inventory of office supplies and in-court forms.

Oversee and participate in the development and administration of the court budget; subject to judicial approval.

Process daily deposits.

Process and forward traffic infractions and criminal traffic convictions to the Department of Licensing.

Maintain and file local court rules with the State every year.

File court personnel and contact information every year with the State of Washington.

Coordinate with AOC for problem resolution with JIS system or cases.

Keep track of hours and prepare Administrator/Clerk, as well as judge's time sheets for signature.

Prepare orders for the judge to sign.

Add violations in the Fine/Penalty program in JIS when violations are revised or newly added.

Add or delete users to the JIS system as needed.

Monitor and calendar for hearing in-custody defendants as they are booked.

SUMMARY OF MINIMUM QUALIFICATIONS:

A Bachelor's degree with a minimum of three years of experience within the justice system.

Relevant professional court management experience may substitute year for year for education requirement.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of functions of the State judicial system and legal terminology.

Knowledge of Federal, State and local laws and ordinances related to the operation of courts.

JIS Database.

City organization, operations, policies and objectives.

Effective court/office management practices and techniques.

Financial accounting and reporting procedures as required by statute. Basic budgeting practices regarding monitoring and control.

Interpersonal and customer service skills using tact, patience and courtesy.

Modern office practices, procedures and equipment.

The ability to maintain composure in hostile situations while dealing with emotionally distraught, irate, intoxicated and combative individuals.

Ability to deal effectively both orally and in writing.

Ability to understand and interpret legal documents, court rules and legislative mandates as they relate to court operations.