

# City of Selah



## Position Title Court Clerk/Administrator

*This job description is intended to present a descriptive list of the range of functions and duties assigned to the position. It does not recite, establish or limit all functions and duties of the position, and additional or different functions and duties may be assigned – either permanently or temporarily. It is not intended to reflect all duties performed within the job.*

<b>Department:</b> Municipal Court (City Hall)	<b>Classifications:</b> Permanent; Full time; Non-Union; Non-Exempt
<b>Benefits:</b> Position receives full benefits	

### Summary of Position

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.

### Supervision and Direction to be Received

Receives direction from the Municipal Court judge. Works with limited supervision and often exercises independent judgement.

### Essential Job Functions

Essential functions and duties include, but are not limited to, the following:

1. Oversee and manage daily non- judicial functions of the court.
2. Responsible for the management and coordination of external communications for the court including television news, print media, and the court webpage.
3. Oversee and coordinate the internal court information technology requirements.
4. Handle or oversee sensitive, complex, or critical issues.
5. Responsible for training backup or fill-in court personnel.
6. Manage case-flow and court records. This requires verifying personal information as necessary.
7. Plan and implement procedural and administrative functions for the court.
8. Manage the financial accounts of the court, including accounts receivable, payable, and trust account; accounting for collection of fines, fees and bail postings; and take appropriate action for delinquent payments and collection agency action in accordance with court policy.
9. Add late penalties and initiate Department of Licensing suspension action for delinquent accounts.
10. Monitor no contact orders, ensuring they are properly entered or removed from the JIS system and provide the orders to the Selah Police Department.
11. Establish and maintain effective working relationships with judges, attorneys, elected and appointed officials, external court customers, jails, probation staff, law enforcement staff, and court staff.
12. Formulate and submit recommendations to the judge for mandated changes or other improvements to the operation of the court.
13. Work independently with minimal supervision.
14. Maintain current knowledge of court rules, regulations, requirements and restrictions.

15. Institute changes to accommodate new policies and laws.
16. Communicate effectively, both orally and in writing.
17. Operate standard office machines and equipment.
18. Operate a computer terminal to enter data, maintain records, and generate reports.
19. Work confidentially, with discretion.
20. Prepare court calendars for criminal and infraction cases; ensuring proper documentation of court proceedings, and act as clerk for the judge in the courtroom during court sessions.
21. Maintain active arrest and search warrant files.
22. Adjudicate FTAs with Department of Licensing through Secure Access, JIS and/or paper Adjudications.
23. Access and use software as needed in order to gather reports and information pertaining to cases.
24. Create, prepare, and maintain a vast collection of court files.
25. Manually enter citations into JIS system and process citations through the e-ticket system.
26. Respond to counter, telephone and written inquiries; respond to and oversee Public Records requests.
27. Maintain and compile statistical data and all mandated caseload reports including processing month end reports, audit reports, and monthly remittance to the City.
28. Reconcile monthly bank statements.
29. Process and submit yearly Unclaimed Property Report for the Department of Revenue.
30. Schedule court hearings and jury trials.
31. Maintain the master jury list and collection of prospective jurors.
32. Maintain records retention and destruction of records per state law.
33. Maintain adequate inventory of office supplies and in-court forms.
34. Oversee and participate in the development and administration of the court budget; subject to judicial approval. This includes searching for, applying for, and administration of grants.
35. Process daily deposits.
36. Process and forward traffic infractions and criminal traffic convictions to the Department of Licensing.
37. Maintain and file local court rules every year with the State of Washington.
38. File court personnel and contact information every year with the State of Washington.
39. Coordinate with AOC for problem resolution with JIS system or cases.
40. Track hours for the clerk/administrator, judge, and pro tem judge, and prepare time sheets for signature.
41. Prepare orders for the judge to sign.
42. Add violations in the Fine/Penalty program in JIS when violations are revised or newly added.
43. Add or delete users to the JIS system as needed.
44. Monitor and calendar for hearing in-custody defendants as they are booked.

### **Peripheral Duties**

1. Other duties as assigned.

### **NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:**

1. Knowledge of functions of the State judicial system and legal terminology.
2. Knowledge of federal, state and local laws and ordinances related to the operation of courts.
3. JIS Database.
4. City organization, operations, policies and objectives.
5. Effective court/office management practices and techniques.
6. Financial accounting and reporting procedures as required by statute. Basic budgeting practices regarding monitoring and control.
7. Interpersonal and customer service skills using tact, patience and courtesy.

- 8. Modern office practices, procedures and equipment.
- 9. The ability to maintain composure in hostile situations while dealing with emotionally distraught, irate, intoxicated and combative individuals.
- 10. Ability to deal effectively both orally and in writing.
- 11. Ability to understand and interpret legal documents, court rules and legislative mandates as they relate to court operations.

**Position-Specific Qualifications**

The following position-specific qualifications are required:

- **Typing:** Ability to type 50 words per minute (WPM)
- **Attendance and Performance:** Regular attendance and consistent performance
- **Driver’s License:** Possession (within three months of assuming position) of a valid Washington State **Driver’s License**, and uninterrupted possession thereafter.
- **Education and/or Experience:** Graduation from an accredited four-year college or university with a Bachelor’s degree (or higher) with a minimum of three years of experience within the justice system.

**Tools and Equipment Used**

Requires frequent use of personal computer, including word processing, email, data processing and spreadsheet programs; also requires frequent use of telephone, photocopy machine and fax machine.

**Working Conditions:**

- **Reasonable Accommodations are Available:** Reasonable accommodations will be granted due to documented disabilities that, absent such accommodations, would impede an applicant’s or employee’s performance.
- **Typical Working Environment:** The typical work environment will be an office setting. Noise levels, lighting levels, temperature levels, and privacy levels are customary for an office setting.
- **Physical Demands:** While performing this job, the employee is frequently required to sit for extended periods of time; listen and talk; use hands to type on a keyboard, handle, feel or operate objects, tools, or controls; and reach with hands and arms. In addition, the employee is occasionally required to walk moderate distances and to sometimes lift and/or move objects up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Approved for Publication:

\_\_\_\_\_  
Roger Bell  
Mayor

\_\_\_\_\_  
Rich Huebner  
City Administrator

\_\_\_\_\_  
Date

I have read this job description and understand the requirements and expectations listed within.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date