

CITY OF CHEHALIS POSITION DESCRIPTION

Class Title: **Court Clerk I**
Department: **Municipal Court**

FLSA Status: Non-exempt
Union Status: Represented
Updated: May 2022

Position descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Descriptions are not intended to reflect all duties performed within the job.

NATURE OF POSITION:

Performs a wide variety of routine clerical support for the Municipal Court with a specific focus on sentence monitoring. Interacts regularly with the public both in person and by phone.

SUPERVISION RECEIVED:

This position works under the general supervision of and reports to the Court Administrator and Presiding Municipal Court Judge.

SUPERVISION EXERCISED

None generally. May train or provide direction to other staff as assigned or required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here.

Performs a variety of duties including processing forms, orders, citations, and documentation for court cases from origin to final disposition.

Assists the public and explains court procedures. Responds to or directs telephone calls, written inquiries, and citizen visits to the appropriate departments.

Sets cases for various types of hearings.

Receipts bail, fines, and penalties.

Processes domestic violence no contact orders including issuance and vacation.

Processes warrants including issuance, quashing, and expiration.

Responds to requests from judge, city prosecutor, police department and others for assistance and information, processes discovery activity.

As needed, performs clerical duties in courtroom including preparation of court documents; assisting judge; and keeping an electronic record of court proceedings.

Drafts pre-sentence investigation reports for judge and attorneys.

Performs portable breathalyzer testing of defendants to monitor compliance with terms set forth in court orders.

Successfully participates in and completes training and obtains and maintains applicable certification and/or licensing and eligibility in Public Records Disclosure and Dissemination

Electronic Home Monitoring

Works directly with participants, including determining participant eligibility and briefing participants on program requirements.

Maintains required records on each participant and notifies Court Administrator when defendant is out of compliance with program requirements. Must be available for court hearings if testimony is necessary for non-compliance.

Sentence Monitoring

Maintains sentencing monitoring files as required by Court Administrator.

Receives information about compliance; determines whether timely and complete, if fines and costs have been paid, whether court ordered evaluations and treatment have been met.

Verifies offender compliance with court ordered terms of sentence, including restitution, detention time served, participation in court ordered treatment programs and any other conditions of each judgment and sentence. Informs offender of court requirements and facilitates offender in meeting each condition.

Prepares and presents progress and/or non-compliance reports to the court, both those convicted, and those whose sentence was deferred.

Works closely with treatment agencies and other community resources to identify additional resources, provide referrals and monitor programs and client's compliance with treatment plan.

Provides testimony in court as required.

OTHER JOB FUNCTIONS:

Maintains regular, reliable, and punctual attendance.

May be required to work weekends and before or after normal working hours.

Follows directions and implements or carries out written and/or oral instructions and assigned duties. Effectively communicates orally and in writing using the English language.

Provides customer service including direction inquiries and issues to the appropriate department.

Travels within the city as well as out of town to conferences or training.

Follows all applicable safety rules and procedures.

And such other related tasks, duties and responsibilities as assigned.

REQUIRED QUALIFICATIONS

Education and Experience:

Graduation from an accredited high school or GED equivalent.

Minimum of four (4) years of administrative or clerical experience providing direct customer service to the public, including at least two (2) years of experience in receipting funds, making change and balancing a cash till.

In place of the above requirements, any combination of education and experience that provides the applicant with the required knowledge, skills, and abilities to perform the job may be considered as qualifying.

Licenses, Certifications and Other Requirements:

Must be 18 years or older at time of employment.

Must possess a valid Washington State Drivers License with good driving record. Out of state applicants must possess valid license for state of residence and must obtain valid Washington State Drivers License within 30 days of appointment. Finalists for this position will be required to provide a Driving Record Abstract for review by the City of Chehalis.

Must successfully satisfy a background investigation.

Working Knowledge Of:

Computers and electronic data processing, including Microsoft Office Suite.

Office practices and procedures.

Skilled In:

Operation of listed tools, equipment and computer including extensive use of Microsoft Products (Word, Excel, PowerPoint, and Outlook).

Ability To:

Establish good and effective working relationships with representatives from other agencies, public officials, staff, citizens, and law enforcement personnel.

Read, comprehend, and write the English language and to effectively communicate detailed and technical information both verbally and in writing, and to understand, follow and transmit written and oral instructions.

Deal tactfully and courteously with the general public and maintain composure in difficult and/or stressful situations with frequent interruptions and maintain a non-judgmental attitude towards others.

Perform the physical demands and essential duties and responsibilities described.

Perform basic arithmetic computations and data entry functions accurately.

Work confidentially and with discretion.

Desired Skills and Abilities (not required):

Experience in the fields of criminal justice, corrections, or probation.

General knowledge of court rules and procedures.

Prior experience working in a court setting.

Prior experience working with the Judicial Information System and navigating Inside Courts.

MACHINES, TOOLS, AND EQUIPMENT USED IN PERFORMING ESSENTIAL JOB FUNCTIONS

The machines, tools and equipment described here are representative of, but not limited to, those that may be used by an employee to successfully perform the essential functions of the job.

Personal computer and specialty software, 10-key calculator, telephone, typewriter, fax and copy machines, postage machine, audio/video recording system, and transcriber.

PHYSICAL DEMANDS:

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

While performing the duties of this job, the employee is regularly required to: Sit or stand in a stationary position for an unspecified duration, perform repetitive movements/motion in job-related tasks, move around in a typical office setting, operate under their own power typical office equipment and supplies, climb ladders and stairs, stoop, bend, kneel, crouch or crawl as necessary for various job-related tasks, communicate verbally with others.

Requires normal ability to read and visually process information – specific vision abilities include close, distance, color and peripheral vision, depth perception, and the ability to adjust focus.

The employee must regularly perform Medium Work – lifting and/or exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Duties will be performed primarily at the municipal court and may include other city and county offices, including the jail, as needed although is not likely. The noise level is generally that expected in a typical office environment. The employee is routinely exposed to household cleaning supplies and/or basic office supplies (e.g. copy machine toner), noise, traffic and vehicle hazards.

As duties involve working with and around potentially aggressive or hostile defendants or other individuals, the possibility of physical confrontation does exist.

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The duties and responsibilities listed above are intended to be illustrative only of the type of work performed. The omission of other specific duties does not exclude them from the requirements of the position if they are similar, related or logical assignments to the position.

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

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