



# Employment Opportunity

Kittitas County, Washington

**POSTED: 2/6/17**

**CLOSES: When Filled**

## DEPUTY CLERK

The current vacancy in the Clerk's Office is a full-time, union (Local 792CH), non-exempt, position with benefits expected to begin as soon as possible. Screening of applications will commence on 2/13/17. Anyone who meets the qualifications stated below may apply.

**SALARY RANGE:** \$2,983 - \$3,403 per month

### **ESSENTIAL FUNCTIONS:**

#### **Responsible for daily interactions with attorneys, judges, other county departments, and the public**

- Utilize knowledge of judicial system, court forms, dockets, and court/local rules to serve clients in an efficient and professional manner
- Maintain accessible criminal, civil, divorce, juvenile, probate, dependency, and paternity/adoption files
- Assist members of the public in person, via telephone, and through electronic communication
- Search for superior court information using computers or books to locate old probates, naturalization papers, and other old files
- Certify court documents
- Assist attorneys and general public on scheduling matters to be placed on the court docket
- Maintain mandatory forms and update on a regular basis
- Serve as an acceptance agent for passport applications to be processed by the US Department of State
- Review Passport Manual, complete on-line training and stay up to date on changes issued by the Department of State
- Take and process passport photographs

#### **Responsible for accessing SCOMIS for docketing court documents**

- Accept new cases and pleadings for filing from attorneys and the public
- Collect fees per the Clerk Fee Schedule and relevant statutes and process into JRS accounting system
- Enter and modify information into the Judicial Information System as needed to keep court records current and accurate
- Docket pleadings into SCOMIS per the JIS manuals
- Scan images in imaging software and link to SCOMIS entry
- Process opening and closing of systems inside the Judicial Information System using appropriate codes in sequence

#### **Responsible for handling courtroom clerk duties**

- Perform the role of bailiff and call court to order and announce presiding judge
- Perform the role of courtroom clerk for all types of judicial proceedings
- Record appropriate court minutes per the Clerk's Manual
- Mark, identify, and monitor evidence as presented

Kittitas County is an Equal Opportunity Employer

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- Maintain an accurate log of all evidence marked and/or admitted
- Organize evidence in courtroom to provide easy access during the trial
- Seat jurors and maintain a jury log
- Transfer evidence from courtroom to a secure facility at the end of each day

**Responsible for collecting Juvenile and Adult court fees and maintaining the collection's process for unpaid Juvenile and Adult Court fees**

- Actively collect adult criminal and juvenile fines and costs using the Judicial Information System
- Work with defendants to establish a reasonable payment schedule and monitor said payments
- Work with prosecutor's restitution specialist to increase collections while avoiding duplication of services

**Responsible for filing court documents, as well as maintain files and forms**

- Audit the Superior Court electronic case files with the SCOMIS system maintained by the Administrative Office of the Courts on a monthly basis
- Verify electronic images created on a daily basis
- Maintain and update the Laserfiche software including adding/deleting users, creating security settings, and document requests
- Create, process, and store all electronic images of the Superior Court case files
- Process electronic copies of pleadings and/or files to the Court of Appeals and Supreme Court
- Process electronic copies of case files pursuant to orders on change of venue
- Maintain electronic records of all court proceedings and ensure availability to the Superior Court Reporter
- Work with the Judicial Department to provide electronic copies of case files
- Maintain an electronic filing system to accept new case files and/or pleadings; implement new systems as they are purchased and/or created

**Responsible for the clerical and secretarial tasks of the Kittitas County Disability Board**

- Serve as the clerk for the LEOFF Board
- Process medical claim forms, record all minutes of the Board, compose and edit letters and other documents as assigned by the Board
- Maintain Board files and records
- Prepare voter nominations and ballots at election time
- Prepare all vouchers and Board bills

*This job description is a summary of the primary functions and expectations for this position. Additional department- related duties may be assigned as required.*

**MINIMUM QUALIFICATIONS:**

- High School diploma or GED AND one (1) year of work experience in a professional office environment including use of Microsoft Office programs to manage correspondence, spreadsheets, and databases.
- Bondable in the state of Washington
- Must be a U.S. citizen or U.S. national
- Valid Washington State Driver's License
- A criminal history background check will be performed. Candidates may not qualify if they have misdemeanor or felony charges or convictions. Convictions will not necessarily disqualify you from employment. Factors such as age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

## **REQUIRED KNOWLEDGE/SKILLS/ABILITIES**

- Proficient computer knowledge, comfortable using Microsoft Office programs at a basic to intermediate level; must be able to learn programs specific to the department and/or County quickly.
- Strong written and verbal communication skills.
- Ability to maintain a calm demeanor under pressure or when faced with emotional clients or court cases. Good coping skills.
- Ability to maintain confidentiality.
- Exhibit strong initiative, organization, memory, time management and problem solving skills.
- Must be able to produce accurate, reliable work product.
- Ability to work effectively with coworkers, supervisors, other agencies, and the public.
- Ability to manage change with ease, learn and retain new skills quickly, and help others.
- Ability to read and interpret legal documents, such as court rules, operation and maintenance instructions, as well as policy and procedure manuals.
- Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists.

## **PREFERRED QUALIFICATIONS:**

- Two years' experience working in a similar position for a public or private agency.
- Bilingual (Spanish/English) – interpretive and translation skills.

## **WORKING CONDITIONS:**

Work is primarily performed in an office setting with occasional need to work in non-office environments. The position requires the ability to sit for extended periods of time, stand, walk, ascend/descend stairs or small ladders/stepstools, stoop, kneel, crouch, twist, grasp, and reach. Must have ability to lift, push, pull, or carry up to 25 lbs. and occasionally higher with assistance. Must be able to read printed materials and a computer screen, and have sufficient hearing and speech to communicate via telephone and in person. Safety policies and procedures must be adhered to at all times, including proper lifting/carrying techniques. Must be able to safely operate a motor vehicle in varied weather conditions and levels of daylight, as periodic travel will be required for training opportunities and meeting attendance.

Work is typically scheduled during regular business hours, with some weekend and evening work as needed. Regular attendance and punctuality are required.

Reasonable accommodation may be available to enable individuals with disabilities to perform the essential functions.

## **APPLICATION PROCESS:**

Applicants must apply online using the electronic recruitment portal. The following items are required: 1) Kittitas County Employment Application; 2) Letter of interest outlining your education and experience that qualify you for the position; 3) Resume; 4) One (1) professional reference and One (1) personal reference; and 5) Supplemental Exam Answers. **Please note: All applications must be submitted online; paper copies will not be accepted.**

**SUPPLEMENTAL EXAM QUESTIONS:**

- 1) Describe how you manage high stress situations. Specifically describe a time when you needed to provide service to an irate customer. How did you deal with this customer and also resolve the problem to his/her satisfaction?
- 2) Quality and attention to detail is an important competency for this job. Describe the ways that you monitor and manage your own quality and accuracy.
- 3) This office experiences a high volume of customers with an extremely diverse set of circumstances. Describe a time you had a complex task with short deadlines. Give me an example of the steps that you took to ensure that your produced accurate work while meeting deadlines. Provide examples of successful multi-tasking.