



Employment Opportunity

Kittitas County, Washington

POSTED: 4/29/2019

CLOSES: Open until filled

RECORDS DEPUTY

The current vacancy in the Clerk's Office is a full-time, benefited, union (Local 792 CH), non-exempt position expected to begin as soon as possible. The Records Deputy is responsible for creating and maintaining the electronic images of the Superior Court case files, and will work closely with the Clerk in establishing an electronic filing system procedure for the office. Anyone who meets the qualifications stated below may apply. Screening will commence on 5/10/2019 and continue until a suitable candidate has been found.

SALARY RANGE: \$3,232- \$3,693 per month.

ESSENTIAL FUNCTIONS

- Audit the Superior Court electronic case files with the ODYSSEY 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 imaging 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 Superior Court personnel.
 - Work with the Judicial Department to provide electronic copies of case files.
- Create and maintain an electronic filing system to accept new case files and/or pleadings.

OTHER FUNCTIONS

- Attain sufficient knowledge of the Deputy Clerk job duties to allow performance of said duties at a basic level when assistance is needed.
- Use basic office equipment such as fax machine, computer, copy machine, date stamps, calculator and phone to complete daily assigned tasks; perform simple maintenance/upkeep on office machines as needed.
- Assist the public with locating electronic and hard copies of case files.
- Assist office staff with processing passports, collecting applicable fees, and answering phones.
- Produce copies for the public and by special request for attorneys or other legal entities.
- Assist the office staff with filing into case files.

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

- A high school diploma or GED certificate.
- One (1) year experience working in a similar position for a public or private agency.
- Must have a current and valid driver's license.
- Must be bondable.
- A criminal history background check will be performed on qualified candidates. Convictions may preclude candidates from employment in some circumstances. Factors such as relativity to the position, age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- Basic computer knowledge, use of Microsoft Office programs, and experience with word processing, spreadsheets and databases.
- Ability to quickly learn computer imaging programs and other programs specific to the office or County.
- Ability to handle interruptions while working with complex and/or time-sensitive projects.
- Strong written and verbal communication 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 solve practical problems and deal with a variety of variables in situations where only limited standardization exists.

PREFERRED QUALIFICATIONS

- Previous experience with legal terminology and documents.
- Previous experience with scanning or imaging software.

WORKING CONDITIONS

Work is primarily performed in an office setting with occasional need to work in outdoor or 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 clearly 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 ongoing training opportunities, and meeting attendance.

Work is typically scheduled within 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. Resume
3. Letter of Interest
4. One Professional Reference and One Personal Reference
5. Supplemental Exam Answers

SUPPLEMENTAL EXAM QUESTIONS

1. Do you prefer repetition or variety? Why?
2. The Clerk's Office has daily interactions with a wide variety of customers. What does "quality customer service" mean to you? What experience have you had providing quality customer service to a variety of clients?
3. What do you value in a work environment?
4. What experience do you have taking minutes or notes?