



## Employment Opportunity

Kittitas County, Washington

**POSTED: 2/19/2021**

**CLOSES: Open Until Filled**

### DEPUTY CLERK

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 Deputy Clerk is responsible for a variety of receptionist duties, clerical tasks, assisting department personnel, and providing services to the public. Anyone who meets the qualifications stated below may apply. This position is considered open until filled. Candidates should apply by 2/26/2021 for optimal consideration.

**SALARY RANGE:** \$3,517- \$4,007 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, family, 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 internal 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 ODYSSEY 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 ODYSSEY accounting system
- Enter and modify information into the Judicial Information System as needed to keep court records current and accurate
- Docket pleadings into ODYSSEY with extreme accuracy
- Scan images in imaging software and link to ODYSSEY entry
- Process opening and closing of systems inside the Judicial Information System using appropriate codes

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

- Perform the role of bailiff (as needed) and call court to order and announce presiding judge

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- Perform the role of courtroom clerk for all judicial proceedings
- Record appropriate court minutes per the Clerk's Manual
- Mark, identify, and monitor evidence as presented
- Maintain an accurate log of all evidence marked and/or admitted
- Organize evidence in courtroom to provide easy access during the trial
- Maintain a jury panel record
- 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 ODYSSEY System
- Work with defendants to establish a reasonable payment schedule and monitor said payments
- Work with prosecutor's victim specialist to increase restitution payouts

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

- 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
- 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 or paper copies of case files pursuant to orders on change of venue
- Maintain electronic records of all court proceedings and provide availability when requested
- Work with the Judicial Department to provide electronic or paper 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 as assigned by the Board

*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.
- Bondable in the state of Washington
- Any combination of education and experience may be substituted which provides the skills, knowledge, and abilities to perform the essential functions of the position.
- Must be a U.S. Citizen or U.S. National
- Valid Washington State Driver's License
- 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**

- Proficient computer knowledge including the use of Microsoft Office programs; 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 understand, read and execute complex laws, rules, codes and procedures governing case processing and/or courtroom procedures.
- Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists.

## **PREFERRED QUALIFICATIONS**

- Two (2) years of 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 clearly 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 to attend training opportunities and meetings.

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. Resume
3. Letter of Interest
4. One (1) professional references and two (2) personal references

5. Supplemental Exam Answers

**SUPPLEMENTAL EXAM QUESTIONS**

1. What experience do you have taking minutes or notes; particularly with legal terminology?
2. Scenario: You are clerking a trial that has grabbed the attention of the media. That night your family asks you questions about the case. What do you say to your family?
3. Scenario: Your morning docket does not finish until 12:30 PM and you have another hearing that starts at 1:30 PM. You are required to take a minimum of 30 minutes for lunch. You are also scheduled for vacation the next week. What would you do to ensure your work is completed by the end of the day?
4. Please describe an example of 'common sense.' What does common sense mean to you, and how can you see that applying to your work?