

City of
EDMONDS
Washington

LEAD CLERK

Department:	Municipal Court	Pay Grade:	NE 9
Bargaining Unit:	SEIU	FLSA Status:	Non-exempt
Revised Date:	August 2014	Reports To:	Court Administrator

POSITION PURPOSE: Under general supervision, performs technical clerical work needed to support the Edmonds' Municipal Court operations; serves as lead worker and provides primary support to the Court's general administrative staff and functions.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Monitors clerical operations and record-keeping procedures to assure procedural compliance.
- Assists in reviewing quality of overall work and provides essential backup to support staff while making recommendations for changes to ensure efficient workflow.
- Apprises the Court Administrator of training efficiencies, work progress and areas for improvement.
- Maintains adequate inventories of office supplies and process requisitions and orders.
- Processes all requests for vacation/sick leave and delegate assigned work for employees who are on leave in the absence of the Court Administrator.
- Prepares memos notifying staff of policy or procedural changes as directed by the Court Administrator.
- Provides assistance to staff and public on court procedures and case processing.
- Assists in training new employees and provide guidelines as directed.
- Prepares and processes all assigned court work in a timely manner ensuring accuracy and completeness of information and attending to deadlines and/or specified timelines.
- Assigns cases to docket and enters the case data into case management system.
- Ensures court rules and procedures are followed as cases are processed and sets schedules, arraignments, hearings and trials.
- Prepares and mails out documents such as notices and final orders.
- Tracks cases to ensure compliance with case type and sentencing requirements and follows through with necessary steps including: orders to show cause, bench warrants, pleadings, and rule extensions.
- Maintains warrant control, issues, recalls, processes, and purges warrants.
- Coordinates with law enforcement agencies regarding warrant status and the recovery of original warrants in order to protect defendants within multiple jurisdictions against potential false arrest.
- Processes the closing of cases when appropriate.
- Receipts and distributes all incoming monies and balances and reconciles daily cash receipts and files receipt of fees into appropriate case file.
- Reviews various reports and issues failure to appear notices and other related notices.
- Refers recall cases to collections, writes off amounts past statute and waives balances for parking early payments; processes letters to Judge regarding cases in collections and mails responses.

JOB DESCRIPTION

Lead Court Clerk

- Performs duties mandated by domestic Violence Legislation under the Revised Code of Washington (RCW) and Washington State Rules of Court which includes set hearings within 24 hours, prepares certified No-Contact Orders; ensures order is accurate and signed by defendant.
- Delivers and/or provides a certified copy of order to law enforcement, SNO COM and the victim; enters order correctly into JIS computer system; notifies the Domestic Violence Advocate of any potential hearings regarding the order.
- Provides general information and customer assistance at the counter or via telephone to attorneys, law enforcement, other judicial agencies, reporters, defendants and the public.
- Addresses concerns and questions for all who come to the front counter and assists defendants in navigating through the legal process.
- Reviews the defendant's case financial history for reconciliation to sentencing penalty.
- Maintains and files documents into case files; copies, faxes, date stamps and files documents.
- Prepares exhibits and hard copy case files.
- Processes and distributes mail.
- Files case documents in appropriate file destination and enters into case management system; provides backup to other court personnel as needed or directed.
- Researches files for case status data and provides accurate information.
- Sets assigned calendars and ensures judicial calendars are maintained.
- Completes all phases of juror notification including: preparing, mailing and processing replies to juror questionnaires.
- Readies juror pool and monitors jurors on the day of the trial; sets up and prepares courtroom for hearings including computer and recording equipment set-up and assembling calendars for all parties to ensure files are available for the Judge.
- Researches and processes public records request.
- Cross trains in other court services areas as assigned and may serve in other related capacities in support of court services; coordinates and schedules meetings.
- Communicates with various outside agencies by phone or mail including: Lynnwood Jail, Snohomish County Jail, DUI victims' panel and other agencies.
- Performs general filing duties including criminal and infraction files and miscellaneous paperwork developed during court proceedings.
- Reviews jail rosters and refer cases to the Judge for review and docket decision.
- Assists with other miscellaneous duties such as assisting with and executing passports.

Required Knowledge of:

- Criminal justice system court processing procedures and workload monitoring.
- Judicial case file organization methods, maintenance and retrieval systems
- Operational characteristics, services and activities of municipal court systems, including accounting principles and practices related to work assigned.
- Mathematical knowledge sufficient to operate cash drawer and make calculations and process transactions.
- Filing systems and coding methods including: alphabetical, numeric, indexing methods, etc.
- Principles and practices of court proceedings, judicial process and associated forms.
- Legal forms, documents and terminology including: court dockets, driving abstracts and defendant case history.
- Principles and processes for providing customer services including needs assessment techniques, quality service and customer satisfaction techniques.
- City policies and procedures, office organization, practices, correspondence and record keeping systems.

JOB DESCRIPTION

Lead Court Clerk

- Effective communication principles and practices including oral and written communication as well as public relations and customer service.
- Modern office procedures, methods, and equipment including computers and computer applications such as: word processing, spreadsheets, and statistical databases.
- Methods and techniques of proper phone etiquette.
- English usage, spelling, grammar and punctuation.
- Principles of business letter writing.

Required Skill in:

- Writing clear and concise drafts and producing final copies of legal and administration materials independently from brief, general instructions.
- Organizing, prioritizing and coordinating office work processes to assure operational efficiency.
- Reading and comprehending court legal mandates, codes, regulations, procedures and instructions.
- Performing data entry accurately and efficiently.
- Making decisions in accordance with precedents and regulations and to apply them to work situations.
- Recording court proceedings, setting a variety of hearing dates and performing other duties in the courtroom.
- Preparing courtroom calendars and the equipment necessary to comply with court rules.
- Public relations and customer service and ability to work with difficult clients.
- Performing general office/clerical tasks.
- Interpreting and implementing rules, regulations, policies and procedures related to court proceedings and judicial process.
- Comprehending legal terminology and court/judicial proceedings.
- Typing and entering data at a speed necessary for successful job performance.
- Compiling and preparing required reports.
- Communicating effectively verbally and in writing, including public relations and customer service.
- Establishing and maintaining effective working relationships with employees, other agencies, and the public, including meeting and dealing tactfully with the public.
- Utilizing personal computer software programs and other relevant software affecting assigned work and in compiling and preparing spreadsheets.

MINIMUM QUALIFICATIONS:

Education and Experience:

Any combination of education and experience equivalent to a High school diploma or G.E.D. and five (5) years of full-time work experience in a legal setting, at least three (3) of which were in a judicial office involving the processing of legal court case documents and maintaining related records.

Required Licenses or Certifications:

Some positions may be required to possess or obtain a US Department of State Passport Certification within 3 months after hire.

Must be able to successfully complete and pass background check.

WORKING CONDITIONS:

Environment:

- Office and courtroom environment.
- Constant interruptions.

JOB DESCRIPTION
Lead Court Clerk

Physical Abilities:

- Hearing, speaking or otherwise communicating to exchange information in person and on the telephone
- Operating a computer keyboard or other office equipment.
- Reading and understanding a variety of materials.
- Bending at the waist, kneeling, crouching, reaching above shoulders and horizontally or otherwise positioning oneself to accomplish tasks.
- Sitting or otherwise remaining in a stationary position for extended periods of time.
- Lifting/carrying or otherwise moving or transporting up to 10lbs.

Hazards:

- Contact with dissatisfied or potentially angry members of the public.
- Possible exposure to communicable diseases and illness from defendants and others in the courtroom and court office.

Incumbent Signature: _____

Date: _____

Department Head: _____

Date: _____