

Chelan County Clerk Legal Clerk-Courtroom Job Description

Job Title: Legal Clerk - Courtroom
Department: Chelan County Clerk
Reports To: Management Team
FLSA Status: Nonexempt
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SUMMARY

Responsible for performing financial and clerical tasks in the office of the County Clerk/Clerk of the Superior Court; exercises independent judgment and decision making within authorized limits. Performs responsible and complex, technical data entry, accounting, legal clerical and varied office/court support duties to assist the public, judges, court commissioners, prosecutors, attorneys and other agencies and contribute to the smooth, efficient continuity of day-to-day activities. Work involves access to highly confidential information. The position requires substantial on-the-job training and experience. Assists and carries out tasks in a court of law by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, other duties may be assigned.

- Courtroom clerk responsibilities include scheduling and calendaring pending cases to be heard by the Court and preparing a docket or calendar of the same on a daily and weekly basis. Attend court proceedings, write minutes recording judicial rulings, process and maintain exhibits. Process legal documents from the proceedings including court orders, protection orders, restraining orders, writs and bench warrants. Announce opening and closing of the court proceedings, administer oaths as directed by the Court. Work as a liaison with attorneys, probation officers, law enforcement personnel, lay persons and other court personnel. Maintain rigid time schedules on a regular basis in regard to court calendars.
- Receive and process criminal, civil, domestic, probate, adoption, paternity and juvenile filings, prepare documents for scanning, verify and validate documents for necessary information, accuracy and completeness for timely scanning. Maintain files ensuring that all documentation is filed appropriately and is accessible. Receive process, store, maintain, and retrieve court filings in paper, electronic format and microfilm. Prepare and maintain confidential files as required by statute or directed by the Court and the Clerk, maintain, archive and destroy files pursuant to Washington State retention schedule.
- Issue, sign and process bench warrants, execution on judgments, abstracts, attachments, writs of garnishment and subpoenas. Prepare and/or issue various notices and documents, which may include but are not limited to dismissal orders, court calendars, and general correspondence.
- Analyze, process and accurately enter into case management application, complex, technical data recording case activity, court's orders, judgments, warrants of arrest, abstracts of judgment, writs of execution, etc.
- Determine proper course of action by reviewing for conformity with procedures and form, interpreting and implementing a variety of fiscal and legal documents submitted to court. Route documents and or copies for entry into the clerk's record and/or to other agencies for processing; explain procedures or forms. Assist the public by providing routine information or

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answers to process and procedural questions as they relate to the business of the Court. Answer a multi-line telephone, research department files and records to retrieve and dispense information requested by officers of the Court and the general public.

- Ability to train new employees. Make recommendations for training, planning, directing and evaluating work of new employees.
- Accept applications for issuance of passports, verifying citizenship, proof of identity, signatures and administer oaths in compliance with federal passport requirements.
- Prepare appeals from District Court, Clerk's Papers on Appeal to Court of Appeals and the Supreme Court.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to establish and maintain cooperative, effective, and productive working relationships using tact, patience and courtesy, understand and follow State Statutes and State and Local Court Rules governing Clerk's office operation and maintain confidentiality in all work matters. Proficiency in handling multiple priorities and duties requiring a high level of accuracy and attention to detail, without regular direction.

Ability to compose clear, effective written explanations of procedures, understand and carry out oral and written instructions, apply guidelines to operational requirements, and disseminate this information to the public. Work in a fast paced, multi-task environment with constant re-prioritizing while remaining calm in potentially very stressful situations. Work effectively as a team member in a customer service atmosphere. Maintain composure and communicate effectively with people who may be upset, confrontational, angry, or abusive. Meet stringent deadlines.

Proficiently operate copier, scanner, common office equipment, utilize a computer and various software programs to scan, input and retrieve information, prepare reports and correspondence, and perform repetitive tasks for extended periods of time. This position requires proficiency in Excel, Word, SCOMIS, Liberty, Outlook and designated internet sites.

Appear for scheduled work with regular, reliable and punctual attendance. Effectively plan and organize work and complete tasks within prescribed timeframes and be able to work over 40 hours in a work week, if required

Prior to employment the successful candidate must pass a criminal background check through law enforcement agencies, possess a valid Washington State Driver's License.

EDUCATION and/or EXPERIENCE

Associates degree in judicial, public or business administration or a related field along with 1-2 years of experience in court operations or closely related filed; or a combination of legal

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experience and training that provides the necessary skills to perform the job may substitute for educational requirement.

LANGUAGE SKILLS

Ability to read and interpret legal documents such as court orders, prepare reports, correspondence and simple instructions, effectively respond to inquiries or complaints from public, state agencies or members of the business community. Must have the ability to speak before groups and effectively present information to management, public, Judges, customers and employees.

MATHEMATICAL SKILLS

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations; add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals quickly and accurately.

REASONING ABILITY

Ability to solve practical problems with the flexibility to adapt and respond to changing and sometimes stressful situations; understand and carry out detailed, involved written or oral instructions using common sense. Ability to deal with problems involving a variety of variables in situations where limited standardization exists; to interpret State Laws, WAC's and Court Rules; ability to evaluate and understand technical instructions and instructional manuals.

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 this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk, hear, stand, walk, use hands to finger, handle, or feel, reach with hands and arms, stoop, or kneel, and perform repetitive motions for computer use. Specific vision abilities required by this job include close vision - vision sufficient to read source materials and computer screen data. The employee must lift and/or move up to 50 pounds occasionally and/or 10 pounds on a regular basis to lift/carry/move objects, files and other material.

WORK ENVIRONMENT

The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job in an office environment, providing service to the public. The employee has daily direct contact with people who may exhibit hostile behaviors, such as profanity, verbal abuse, and angry outbursts. The work environment is often hectic and stressful. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. Work is performed in a stressful, fast-paced office or courtroom environment. Requires clear speaking and adequate hearing sufficient to communicate effectively and respond appropriately both in-person and on the

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telephone. Potentially hazardous conditions may be present when exposed to violent or hostile individuals.