



Court Clerk

J o b D e s c r i p t i o n

JOB INFORMATION

Approved Date:	9/5/2023 2:43:21 PM
Working Title:	Court Clerk
Job Family:	Legal/Courts
Classification:	Court Clerk

ORGANIZATION

Department:	Clerks
Cost Center/Program:	9091 - Clerk
Exemption Status:	Non Exempt
Union:	AFSCME 1308 - Courthouse

JOB SUMMARY

The responsibilities of this classification include creating a written record for the events and decisions rendered by specific Court. Duties include coordinating and organizing calendars, researching court files and records, preparing and processing documents and orders, producing minutes, maintaining witness records, administering oaths, reading verdicts, and performing audio, video and other automated functions.

Distinguishing Characteristics

This is the first in a two level Court Clerk classification series that manages flow of cases, prepares dockets, takes minutes, records depositions, coordinates calendaring, and expunges records. This classification is distinguished from other office and administration classifications by more technical responsibilities relating to Court functions and support, and more technical knowledge of Court procedures, rules, and authority.

The incumbent attends Court and makes clear and accurate minutes of proceedings; instructs parties and attorneys; administers the oath; prepares and processes orders of the Court; performs follow up work as required. Marks, admits, oversees, transports and secures exhibits such as weapons, drugs and other matters of sensitive material. Prepares and maintains exhibit list. Is responsible for maintaining a court record in lieu of a Court Reporter via FTR and ensures a detailed log of court proceedings; ensures FTR recording device and Zoom are operating during hearings.

Is responsible for maintaining jury list and creating jury seating chart; draws alternate jurors. Is responsible for creating forms for jury trials such as silent peremptory challenge form, question forms for deliberating jurors, juror notes and jury verdict form. Collects data and creates Jury Usage Panel Form. Collaborates with Bailiff to ensure jurors are correctly seated; may act as back up to Bailiff.

Prepares Court calendars (dockets) and minutes. Schedules hearings for civil, criminal, probate, domestic relations, domestic violence, therapeutic court, mental illness, dependency and juvenile cases. Contacts appropriate persons and initiates related correspondence. Issues warrants, summons, subpoenas and notices of hearing, habeas corpus, criminal commitments and other legal documents ordered by the Court. Has considerable knowledge of legal terminology, processes, and procedures. Opens new cases in statewide database and updates files; files pleadings; responds to telephone inquiries; sorts and routes documents; initiates correspondence requesting information or in response to court-related inquiry; certifies court documents. Performs data entry into statewide database; enters appropriate codes for reporting; runs reports as needed; processes mail.

Advises and maintains contact with Prosecutors, Assistant Attorney Generals, attorneys, Guardians ad Litem, Court Visitors, jail staff and law enforcement personnel concerning case status; acts as liaison to judges and legal parties. Communicates and coordinates with Superior Court staff of scheduling of special sets and various hearing dates.

The incumbent will rotate to off-site facility to cover Juvenile and Dependency related matters. May attend hearings held in the county jail. Provides back up support and assistance to other Court Clerks and other departments in case of absence or work overload. May assist in training and/or providing technical assistance to other Court Clerks.

JOB FUNCTIONS

Essential Functions

Essential Function	% TIME
To perform clerical duties in a designated courtroom of the Superior Court; to attend court sessions and prepare records of court proceedings in conformance with statutes, policies, and the direction of a Judge. Responsible for courtroom activities such as opening/closing court; marking, filing and maintaining exhibits; clearly and accurately recording court proceedings while maintaining rigid time schedules on a regular basis.	75%
Operate computer to prepare court minutes, perform docketing, calendar proceedings and other duties as required. Linking support of scanned images to the state court database.	15%
Prepare, process and/or issue various notices and documents, which may include: Clerk's Orders of Dismissal, court calendars, judgments, writs, search warrants, special inquiries, bench warrants and general correspondence.	5%
Travel to off-site departments for court hearings	5%

Required for All Jobs

• Performs other duties as assigned
• Complies with all policies and standards

This Job is Essential ☐

QUALIFICATIONS

Education			
Education Level	Education Details	Required/ Preferred	
High School Diploma/GED		Required	

Work Experience

Experience	Experience Details	Required/ Preferred	
2 years	administrative/clerical office experience that includes providing a high level of customer service	Required	
	Experience in a Criminal Justice related work area	Preferred	
	Experience in a Court related work area	Preferred	
2 years	progressively responsible clerical experience	Required	and
	Recent clerical experience in a legal or judicial environment in Washington State.	Preferred	and
	Previous in-court work experience	Preferred	and
2 years	progressively responsible clerical experience	Required	and
	Recent clerical experience in a legal or judicial environment in Washington State.	Preferred	and
	Previous in-court work experience	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	
	1 - N/A: Does not operate County-owned vehicles.			

Equivalency

Related education demonstrating required knowledge, skills, and abilities to perform the job may substitute for up to six months of experience.

Knowledge, Skills and Abilities

KSAs	
Appear for scheduled work and complete assigned tasks within a reasonable period of time.	
Establish and maintain effective working relationships with others using tact, courtesy and good judgment.	
Maintain confidentiality and adhere to policy and procedures of the county and department.	
Communicate effectively orally and in writing.	
Utilize various computer applications specific to the department including databases, word processing, document imaging, spreadsheets, and web-based systems for entering, retrieving and researching data and records.	
Physically perform assigned duties and essential functions of the position.	
Knowledge of application of court rules and procedures	
Knowledge of cultural diversity awareness	
Knowledge of civil and criminal law and terminology	
Knowledge of community resources	
Knowledge of dynamics of domestic violence and anti-harassment	
Skill in handling sensitive and crisis situations	
Skill in problem solving	
Skill in functioning well under time pressure	
Skill in handling several tasks simultaneously	
Skill in prioritizing tasks	
Skill in maintaining confidentiality of sensitive matters	

Core Competencies

Demonstrates values-based competencies in line with the core values that are the foundation of all activities performed by employees in order to achieve the Mission of the Company:	
Time Management	Uses their time effectively and efficiently; values time; concentrates their efforts on the more important priorities; gets more done in less time than others; can attend to a broader range of activities.
Drive for Results	Can be counted on to exceed goals successfully; is constantly and consistently one of the top performers; very bottom-line oriented; steadfastly pushes self and others for results.
Customer Focus	Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.

Remote Employment

Remote Employment Type:	
Remote Employment Text:	

Weight Bearing Activities

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Weight Bearing (Standing & Walking)		
Weight Bearing Standing		
Weight Bearing - Walking		
Walking on Uneven Terrain	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Running		
Jumping		
Climbing Ladder, stairs, stools	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	May periodically climb stairs
Balancing	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	to access low filing cabinets/shelves
Bending at the waist		
Twisting at the waist	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	to access low filing cabinets/shelves
Stooping		
Slight bend at knees		
Squatting		

Other - Non-Weight Bearing

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Sitting	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	
Kneeling		
One or both knees		
Crawling		
On hands and knees		
Lying Down		
Back, side or stomach		

Lifting/Carry/Push/Pull

Lifting

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Lifting 0-10 lbs	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	Office supplies, paperwork, and files
Lifting 11-20 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	
Lifting 21-35 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	

Lifting

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Lifting 36-50 lbs	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Lifting 50 + lbs	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	

Carry

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Carry 0-10 lbs	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	Office supplies, paperwork, and files
Carry 11-20 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Office supplies, paperwork, and files
Carry 21-35 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Office supplies, paperwork, and files
Carry 36-50 lbs	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	

Pushing

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Pushing 0-10 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Files, drawers, office equipment, files
Pushing 11-20 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Files, drawers, office equipment, files
Pushing 21-35 lbs	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	Files, drawers, office equipment, files
Pushing 36-50 lbs	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	

Pulling

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Pulling 0-10 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Files, drawers, office equipment, files

Pulling

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Pulling 11-20 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Files, drawers, office equipment, files
Pulling 21-35 lbs	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	Files, drawers, office equipment, files
Pulling 36-50 lbs	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	

Upper Extremity/Arm Movement

	Dominant Arm - Frequency/Percentage Time/Max Time	Non-Dominant Arm - Frequency/Percentage Time/Max Time	Examples of how activity is performed
Reaching Above shoulder level	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Accessing files, office supplies and equipment
Reaching at shoulder level	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Accessing files, office supplies and equipment
Reaching below shoulder level	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Accessing files, office supplies and equipment
Steering Equipment, Vehicles			

Cervical Spine/Neck Movement

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
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Upper Extremity/Hand Activities

	Dominant Arm - Frequency/Percentage Time/Max Time	Non-Dominant Arm - Frequency/Percentage Time/Max Time	Examples of how activity is performed
Fine Manipulation			
Keyboarding/Typing			
Simple Grasp	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	office supplies, equipment, phone

Upper Extremity/Hand Activities

	Dominant Arm - Frequency/Percentage Time/ Max Time	Non-Dominant Arm - Frequency/Percentage Time/ Max Time	Examples of how activity is performed
Up & Down Flexion of Wrist			
Side to Side Motion of Wrist			
Turning/Rotation of wrist/hand			
Gross Manipulation			
Powerful Grasp/Tight Grasp	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	office supplies, equipment, phone
Hand Controls			
Repetitive Motion			

Sensory Functions (See, Hear, Smell)

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Sight: Distinguish objects, depth perception, field of vision, color identification, near and far acuity necessary to operate equipment, machinery, etc.	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	documents, computer screen
Hearing: Comprehend oral language and sounds and react appropriately. Follow oral directions.	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	
Speaking: Orally communicate information and ideas with comprehension	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	
Reading: Comprehend and retain the written word.	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	documents, computer screen
Writing: Composing communications in writing		
Math: Compute a series of numeric variables, measurements		

Working Conditions

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Uneven Ground	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	

Working Conditions

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Exposure to Bloodborne Pathogens		
Work Outside	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Customer/Public Contact		
Work Inside	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	Office environment
High Elevations	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Moving Objects	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Slippery Surface	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Wetness	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Temp.Humid/ Extremes	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Temp. Cold Temp	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Confined Spaces	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Special Clothing	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	Semi-professional attire
Vibration	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Use of Solvents	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Use of Detergent	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Chemical Contact	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Chemical Vapors	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Dust or Particles	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	
Toxic Substances		
Explosives		
Radiation		
Electricity		
Noise intensity		

Mental/Psychological Demands

Mental/Psychological Demands	Required Yes/No (Blank)	Examples
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Operational Equipment

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
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Other Requirements

PRE-EMPLOYMENT EXAMS

POST-EMPLOYMENT

COMPENSATION

Annual Max:	\$0.00
Annual Min:	\$0.00
Hourly Max:	\$34.52
Hourly Min:	\$26.99