



# COURT CLERK JOB DESCRIPTION

Job Title: **Court Clerk**

Job Code: **CC112**

Pay Grade: **16**

Effective Date: **October 2007**

FLSA: **Non-Exempt**

Revision Date: **October 2007**

## NATURE OF WORK

Under close supervision, performs a variety of clerical support functions on behalf of the Lewis County Clerk of the Court's Office; processes legal documents; conducts a variety of records management functions; provides customer service to the public; and performs other related duties as assigned.

## ESSENTIAL FUNCTIONS:

*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.*

- Answers and directs incoming calls to appropriate County departments and/or individuals.
- Provides customer service and information to the public and outside agencies at the front counter and by telephone, fax, and/or mail.
- Responds to inquiries regarding individual cases, judgments, and Court processes and procedures.
- Receives and processes passport applications through the US Department of State; reviews related documentation for accuracy and completeness.
- Processes public records requests; researches and retrieves case records; provides files for public viewing and/or prepares copies of requested legal documents; calculates copy fees.
- Collects and receipts monies received for various types of County fees and fines including criminal fines, bail payments, passport fees, and/or copying and filing fees.
- Locates and provides legal documents as requested by law enforcement personnel, the Washington State Support Registry (WSSR), and/or other outside agencies.
- Assists attorneys in preparing and pulling case files; schedules court dates; prepares docket notices and/or other types of court documents.
- Processes warrants, restraining orders, and judgments; issues Writs of Garnishment and/or Restitution.
- Performs a variety of records management functions; organizes, files, scans, indexes, copies, retrieves, and/or certifies court records and documents; coordinates the destruction of documents as assigned.
- Attends and records court hearings as assigned; prepares records of court hearings.
- Establishes payment plans in relation to Court ordered fines; negotiates and monitors payments; schedules hearings for non-payment as required.

- Performs the clerical duties of other departmental staff as assigned or required.

**WORKING ENVIRONMENT / PHYSICAL DEMANDS:**

Work is performed in a standard office environment and at the public counter; subject to sitting for extended periods of time, standing, walking, bending, reaching, and lifting of objects up to 25 pounds.

**EMPLOYMENT STANDARDS:**

High School Diploma or G.E.D. equivalent; AND five (5) year's clerical/customer service experience.

Certification by the Federal Government to process passport applications may be required.

**KNOWLEDGE AND SKILLS:**

**Knowledge of:**

- County policies and procedures.
- Clerk of the Court operations, policies, and procedures.
- Court processes and documentation.
- Records management principles and standards.
- General office practices and equipment.
- Standard computer software applications.
- Customer service standards and protocols.

**Skills in:**

- Coordinating and performing a variety of clerical functions.
- Responding to inquiries and providing customer service to outside agencies and the general public.
- Collecting and receipting monies received for County fees and fines.
- Preparing and disseminating various types of legal documents.
- Maintaining departmental records and files.
- Establishing and maintaining effective working relationships with other staff, court and law enforcement personnel, attorneys, outside agencies, and the general public.
- Communicating effectively verbally and in writing.