



DEPUTY DISTRICT COURT CLERK JOB DESCRIPTION

Job Title: Deputy District Court Clerk

Job Code: DC150

Pay Grade: 16

Effective Date: October 2007

FLSA: Non-Exempt

Revision Date: October 2016

NATURE OF WORK

Under close supervision, performs a variety of clerical functions in support of Lewis County District Court operations; provides customer service to the public; collects and receipts Court fees and fines; prepares and files legal documents; 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 incoming calls and provides customer service at the front counter and via telephone.
- Responds to inquiries and provides information regarding District Court processes and procedures.
- Receives, documents, and receipts payments for Court fees, fines, bail, and penalties; balances and maintains assigned cash drawer.
- Interacts with defendants, victims, attorneys, law enforcement personnel, and/or the media regarding a variety of court related matters.
- Enters and files infractions, small claims, name change, and/or civil cases; prepares and files bankruptcy claims as assigned; logs and files search warrants; processes Writs of Garnishment.
- Assists in entering criminal cases filed by the Washington State Patrol, Lewis County Sheriff's Office, Lewis County Prosecutor's Office, Fish and Game, and/or local Cities.
- Reviews, collates, and presents filed civil documents for signature by the Judge; processes and distributes related documents upon approval by the Judge.
- Updates and maintains the Court's calendars; schedules motions to vacate, small claim returns, name changes, and civil infraction hearings.
- Coordinates the assignment of public defenders to qualified parties.
- Tracks, monitors, and closes out non-probation supervised criminal cases as assigned.
- Performs the duties of Courtroom Clerk as required; records and maintains hearing minutes.
- Opens and distributes incoming departmental mail; performs filing and other general office duties.

WORKING ENVIRONMENT / PHYSICAL DEMANDS:

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

DISTINGUISHING CHARACTERISTICS:

This is the journey level in the District Court Clerk job series. Incumbents have acquired necessary clerical knowledge and are granted greater levels of independence as further experience is gained.

EMPLOYMENT STANDARDS:

High School Diploma or G.E.D. equivalent; AND two (2) year's clerical experience.

A valid Driver's License is required.

KNOWLEDGE AND SKILLS:

Knowledge of:

- County policies and procedures.
- District Court operations, policies, and procedures.
- Regulations and standards governing court administrative activities.
- Legal processes and procedures.
- Court records, files, and documentation.
- General office equipment and standard computer software applications.

Skills in:

- Performing a variety of routine legal clerical duties.
- Responding to inquiries and providing customer service to the public.
- Collecting and receipting payments for bail and Court fees and fines.
- Preparing, processing, filing, and maintaining legal documents.
- Establishing and maintaining effective working relationships with other staff, court and law enforcement personnel, outside agencies, and the general public.
- Communicating effectively verbally and in writing.