



## DEPUTY DISTRICT COURT CLERK JOB DESCRIPTION

Job Title: Deputy District Court Clerk

Job Code: DC150

Pay Grade: 116

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.