



## DEPUTY DISTRICT COURT CLERK JOB DESCRIPTION

Job Title: <b>Deputy District Court Clerk</b>	
Dept./Division: <b>District Court</b>	Job Class Code: <b>1088</b>
Pay Grade: <b>116</b>	PCN: <b>1088004</b>
FLSA: <b>Non-Exempt</b>	Effective Date: <b>October 2007</b>
Representation Status: <b>Non-Represented</b>	Revision Date: <b>July 2025</b>
Reports To: <b>District Court Administrator</b>	

### 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. 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.

### 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, logs and files search warrants.
- Reviews, collates, and presents select filed 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.
- 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 objects up to 25 pounds.

**QUALIFICATIONS:**

**REQUIRED:** Education, experience, certifications, etc.

- High School Diploma or G.E.D. equivalent; AND two (2) years' clerical experience, preferably within a legal or court environment.

**PREFERRED:** Education, experience, certifications, etc.

**COMPETENCIES (Knowledge, Skills, Abilities, and Behaviors):**

**Preferable or ability to learn:**

- District Court operations, policies, and procedures.
- Regulations and standards governing court administrative activities.
- Legal processes and procedures.
- Court records, files and documentation.

**Skills in:**

- General office equipment and standard computer software applications.
- Performing a variety of routine clerical duties.
- Responding to inquiries and providing customer services to the public.
- Collecting and receipting payments for fees and fines.
- Preparing, processing, filing, and maintaining documents.
- Establishing and maintaining effective working relationships with other staff, court and law enforcement personnel, outside agencies, and the general public.

**Ability to:**

- Learn and follow County policies and procedures.

**Behaviors:**

- Regular, reliable attendance.

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As the incumbent in this position, I have received a copy of this position description.

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Employee's Name

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Employee's Signature

Date