

CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: Chief Deputy Court Clerk

UNION:231

DEPARTMENT: Municipal Court

SG:4

CS:N

FLSA:N

EEO4CODE:PR

JOB SUMMARY:

Responsible for court and probation management functions of the Municipal Court. Manages Municipal Court calendars and judicial assignments. Assists the Court Administrator in division budget development and monitoring court caseload. Coordinates and monitors probation caseload. Supervises courtroom support staff. Performs analysis of legislation changes that impact criminal court operations. Implements procedural changes. Ensures compliance with Washington State and local court rules. Errors in court process or procedure may impact case disposition and involve substantial liability and judicial consequences.

SUPERVISORY RELATIONSHIPS:

Reports to the Court Administrator. Work is performed under general supervision according to City and Department policies and procedures as well as applicable City, State, and Municipal Court codes, regulations, policies, procedures, and guidelines. Supervises courtroom support staff and advises staff on technical court procedure issues.

ESSENTIAL FUNCTIONS:

1. Develops Court calendar and master facility schedule. Schedules all hearings, pre-trial motions, bench and jury trials. Analyzes schedule for recommended modifications and resolves conflicts with attorneys, law enforcement, judges, and courtroom staff. Oversees arrangements for juries. Schedules pro-tempore judges as needed.
2. Assures compliance with court orders. Monitors probation caseload. Processes commitments, releases, and referrals. Corresponds with community agencies regarding probationers. Provides analysis and assists Judge and Court Administrator in development of appropriate programs and services.
3. Coordinates day-to-day Municipal Court trial/hearing operations, making appropriate decisions for all activities. Responsible for certification of all court tape recordings and case files. Releases judicial orders, including arrest warrants, and notifies law enforcement agencies of arrest or order status.
4. Supervises preparation of court files and determines appropriate distribution for copies. Acts as liaison to prosecution and defense attorneys, law enforcement officers and witnesses.
5. Ensures the accuracy of protocols for entering case dispositions and convictions into the information systems as a permanent record. Verifies the Court's compliance with system rules established by the Bellingham Police Records division, Washington State Patrol, and the Federal Bureau of Investigation for criminal case histories.

6. Supervises designated courtroom support staff; assigns and evaluates work, provides training and guidance in following appropriate court processes and technical procedures, re-scheduling, trouble-shooting or problem-solving activities. Delivers counseling and conflict resolution; recommends corrective action as appropriate.
7. Prepares case files for appeal to Superior Court. Assists defendant in preparing appeal documents and monitors all appeal cases.
8. Serves as a technical resource regarding the legal process. Analyzes legislation for impact on court operations and implements changes as necessary.
9. Manages and conducts daily evaluation of court caseload. Ensures accuracy and legal compliance of case disposition and convictions. Prepares monthly caseload statistical reports for the State of Washington.
10. Responsible for all official court documents. Ensures records are complete and accurate and certifies release and distribution.
11. Acts in responsible charge of all court administrative functions during the Court Administrator's absence.

ADDITIONAL WORK PERFORMED:

1. Performs Court Clerk relief duties as needed.
2. Oversees monetary transactions daily and verifies Court clerk balancing and receipting of court monies as needed.
3. Performs other related work of a similar nature or level.

PERFORMANCE REQUIREMENTS (Knowledge, Skills and Abilities):

Knowledge of:

- Thorough knowledge of all phases of the judicial system and probation rules, policies, practices, and procedures.
- Comprehensive current knowledge of all case activities associated with the adjudication process.
- State of Washington Judicial Information System (JIS) computer software.

Skills in:

- Strong skills in computer software operations including word processing and spreadsheet applications.
- Strong oral communication skills to speak in public, both in person and by telephone, with diverse individuals including employees, other City departments, and citizens who are angry or under stress.
- Standard English usage, spelling, punctuation, grammar, formatting, and proofreading skills.

Ability to:

- Effectively coordinate court calendars in a timely manner.

- Articulate Municipal Court procedures to interested parties or the public in person or by telephone. Ability to remain solutions-oriented while dealing with interpersonal conflict or hostility.
- Independently apply problem solving skills and decision making; planning and organizing; interpersonal sensitivity; adaptability; stress tolerance; and time management.
- Keep current with changes in municipal court procedures and to assist in the effective implementation of new rules and practices.
- Analyze and respond to changes for legal compliance and procedural development.
- Willingness and ability to maintain the confidentiality of sensitive information accessed through working with court records.
- Effectively supervise staff.
- Willingness and ability to demonstrate the Public Service Competencies: Service Orientation, Results Orientation, Teamwork and Cooperation.
- Maintain consistent and punctual attendance.
- Physical ability to perform essential functions of the job including:
 - Frequently operate a computer and read a computer screen or typewritten page;
 - Frequently communicate verbally;
 - Move between work sites;
 - Occasional lifting of boxes or equipment weighing up to 40 lbs.

WORKING ENVIRONMENT:

Work is primarily performed in a Municipal Court and in a congested and fast-paced office environment. Possibility of exposure to hostile, offensive language and the risk of physical harm associated with the emotional climate of court proceedings.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Three years of progressively responsible experience in a court environment required, including knowledge of court operations, statutes, rules, customer service, and probation compliance.
- Two years of experience in a supervisory or lead court position required. Five years of court experience may be considered as a substitute for supervisory or lead court position experience.
- College-level education in criminal justice, sociology, psychology or business administration is preferred.
- An equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skills and ability to successfully perform the essential functions of the job will be considered.

NECESSARY SPECIAL REQUIREMENT:

- Employment contingent upon passing a criminal convictions check, local background check and fingerprinting. Subject to re-check every five years.
- Must be willing to sign confidentiality agreements with the State of Washington and the Court in regard to ethical standards and database access and use.

PREPARED BY: C. Johnson
L. Storck
3/93

REVIEWED BY: _____
Darlene L. Peterson
Court Administrator

REVISED BY: L. Storck
L. Starcher
11/97
Holt Consulting
7/00
L. Hill
L. Storck
8/01
R. Mueller
4/12
D. Peterson
A. Sullivan
1/19