City of Bellingham
Classification Specification

CLASS TITLE	**Lead Court Clerk**
DEPARTMENT	**Municipal Court**
UNION:	**1937**
SG:	**109**
CS:	**Yes**
FLSA:	**Y**
EEO/SOC CODE:	**AS/ 43-4031**

NATURE OF WORK:

Acts as a working lead at the Municipal Court in addition to performing the functions of a Court Clerk. Assists the Court Administrator in the coordination and administration of the assigned municipal court function. Serves as the primary resource and functional specialist for the assigned functional area; organizes, performs, prioritizes, assigns and monitors unit work and provides training as needed to assigned staff.

Courtroom operation functions include scheduling and docketing; coordinating cases with the law and justice community and the public. Accounting functions include booking and adjusting court and parking fines, fees, time payment agreements, collection accounts, and Department of Licensing releases. Mail and counter receipting of cash, credit cards, and checks; daily reconciliation and preparation of bank deposits; intake of bail bonds and trust fund deposits. Works to minimize errors in court processes and procedures or identifies ethical breaches which may impact case disposition and involve substantial liability and judicial consequences for the citizen, City, or Court Clerk. The specialist ensures compliance with Washington State and local court rules and procedures by following designed procedures, processes and systems.

DISTINGUISHING CHARACTERISTICS:

This classification is distinguished from the Court Clerk classification by the responsibility for providing day-to-day oversight for the assigned functional area including assigning work and training and monitoring the effectiveness of assigned staff as. Requires advanced knowledge of standard court processes as well as specialized knowledge of traffic and parking functions and parking software. This is a working position that will require hands-on leadership while performing the full range of Court Clerk duties.

SUPERVISORY RELATIONSHIPS:

Reports to the Court Administrator. Positions assigned to the classification function independently under general supervision and with comprehensive knowledge of complex applicable City, State and Municipal court codes, regulations, policies, procedures, and guidelines. Provides daily direction to assigned staff.

ESSENTIAL FUNCTIONS:

Lead Functions

1. Assists in coordinating programs and activities of the assigned municipal court function; serves as functional specialist and main point of contact. Ensures timely and accurate administration of services and functions. Responds to inquiries from the public, court staff and other departments based on independent knowledge of established unit policies and procedures. Investigates and resolves complaints and disseminates notices.

2. Serves as the Municipal Court's primary resource in the use, support and maintenance of function specific software and other technology solutions. Monitors and oversees accuracy of data, responds to staff questions and conducts user training as needed. Partners with the system vendor or Information Technology Services as needed to resolve issues, ensure optimum functionality, data integrity and security. Researches and recommends improvements to existing technology or new technology to achieve unit goals. Participates in evaluating selecting and implementing new technology and software, as needed.

3. Organizes, performs, prioritizes, assigns and monitors unit work. Provides day-to-day direction and training to assigned staff and input to supervisor on performance.

4. Researches current industry best practices, recommends process and procedure improvements and implements as directed by the Court Administrator.

5. Selects and utilizes appropriate report writing tools to write, maintain and support a variety of reports and queries. Develops standard reports for ongoing needs and ad hoc queries as needed.

Court Clerk Functions

1. Prepares files for use in court which, depending on particular cases, may include police reports, original citations, treatment data, correspondence, and other confidential information. Takes appropriate action to correct deficiencies. Determines appropriate reporting from the court to the various entities involved in the case as well as outside agencies and electronic data systems.

2. Assists the Municipal Court judge at courthouse and jail hearings to ensure the integrity of court operations by recording proceedings, maintaining logs, marking exhibits, documenting findings, and processing orders of the court. Composes the narrative for the court docket. Establishes receivable accounts for fines and other court costs. Sets case tracking for order compliance.

3. Exercises judgment in taking appropriate remedial action for recalling warrants, no contact orders, driver’s license suspensions, or collection actions in situations that are in error or with unusual circumstances. Responsible for final verification and release of no contact orders, firearm orders, and arrest warrants to various law enforcement, state, and local agencies.

4. Assists in scheduling hearings, pre-trial motions, bench and jury trials. Analyzes schedule for recommended modifications and resolves schedule conflicts with the attorneys, pro se defendants and law enforcement.

5. Under the guidance of applicable City, state, and municipal codes, regulations, policies and procedures, assists with coordinating day-to-day activities, including making appropriate decisions for distribution of reports, hearing notices, and pertinent correspondence to the prosecuting attorney, defense attorney, and various other entities and individuals. Issues summonses and witness subpoenas. Assists in monitoring probationers to assure compliance with court orders. Corresponds with community agencies regarding probationers.

6. Responsible for the accuracy of the records pertaining to case dispositions and convictions. Certifies and enters judgments into the state and federal judicial information systems as permanent records. Issues driver's license suspension orders to the Department of Licensing and vehicle impound releases.

7. Researches and compiles defendant criminal and infraction histories and other ad hoc statistical reports from a variety of state and local electronic databases to support judicial hearings, decisions and public disclosure requests.

8. Prepares documents and digital recordings for response to individual or agency subpoenas. Testifies and certifies the authenticity of documents in municipal, district, or superior courts.

ADDITIONAL WORK PERFORMED:

1. Provides a full range of customer services to the public at the lobby counter, as assigned.

2. Screens and assigns individuals for indigent defense counsel by interviewing the defendant for personal financial data and analyzing the individual's ability to pay, as assigned.

3. Assists with organizing, updating, maintaining, purging and archiving databases, files, records and other documents.

4. Assists with training assignments for new specialists and/or on new legislative or procedural changes.

5. Assists other staff with assignments during peak workloads or during absences.

6. Performs other related work of a similar nature and level.

PERFORMANCE REQUIREMENTS (KNOWLEDGE, SKILLS AND ABILITIES):

Knowledge of:

- Working knowledge of Revised Code of Washington, Municipal Code, Municipal Court procedures and processes, state and local court rules.
- Working knowledge of cash control and basic accounting procedures.
- Proper English usage, spelling, punctuation, grammar, formatting and proofreading.

Skill in:

- Problem solving, organization, interpersonal sensitivity, adaptability, stress tolerance, and time management.
- Strong oral communication skills to interact, in person and on the telephone, with diverse individuals including employees, other City departments and citizens, especially in stressful situations.
- Strong skills in data entry, ten-key, and computer software operations to include word processing and spreadsheet applications.

Ability to:

- Complete detailed work accurately and with minimal supervision in an atmosphere of frequent interruptions.
- Plan work and organize resources.
- Provide direction and review work of other unit employees.
- Ability to learn and effectively utilize computerized systems and applications.
- Learn and retain Municipal Court procedures and keep current with changes in legislation. Ability to understand and assist in the implementation of new rules and practices.
- Utilize the Washington State Judicial Information System (JIS) software system or equivalent.
- Design reports and summarize data.
- Maintain a problem-solving approach while dealing with interpersonal conflict or hostility.
- Handle emergency situations and determine the appropriate level of response as they arise in the courtroom, jail or at the customer service counter.
- Articulate policies and procedures to citizens and others in the criminal justice system.
- Work as part of a team and serve as the liaison to officers of the court.
- Accurately interpret and apply written and oral court procedures.
- Willingness and ability to maintain the confidentiality of sensitive information accessed through working with court cases.
- Maintain reliable and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform essential functions of the job including:
  - Frequently operate a computer and other office machinery such as a keyboard, mouse, phone and fax machine;
  - Frequently communicate accurate information and ideas with others;
  - Move between work sites;
  - Occasional transport of boxes or equipment weighing up to 40 lbs.

WORKING ENVIRONMENT:

Work is performed in a courtroom environment and in a congested, 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. Position may be exposed to graphic evidence of offenses and potentially hazardous physical and chemical evidence. Counter assignments routinely include interactions with angry, volatile or mentally ill individuals who may be verbally abusive and/or threatening.

EXPERIENCE AND TRAINING REQUIREMENTS:

- One year of experience as a Court Clerk or equivalent position.
- Demonstrated experience working with various technology systems, database management, spreadsheet and word processing software required.
- Ability to type 45 wpm NET
- 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 REQUIREMENTS:

- Employment contingent upon passing a criminal background check.
- May require access to law enforcement databases. Access to these databases requires fingerprinting and a more extensive examination of an individual's criminal history.
- 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.
- May be required to work overtime as required for jury trials or to process materials with legal deadlines.

PREPARED BY: A. Sullivan
7/15

REVIEWED BY: D. Peterson
Court Administrator

REVISED BY: D. Peterson
A. Sullivan
12/23

COMMISSION ADOPTION: _____