

# SKAMANIA COUNTY

## JOB DESCRIPTION

**TITLE: DEPUTY CLERK CIVIL  
COURT CLERK I**

**FLSA STATUS: Non-Exempt**  
**Approved: 10/97**  
**Appealed: 1/20/99**  
**Reclassified: 1/23/06**  
**Revised: 1/10, 3122**  
**Range: 17**

---

### **SUMMARY**

This position is responsible for performing a variety of complex and specialized support for Superior Court records, case flow management and data entry of the court's judgments, orders, and decrees. This position uses sound judgement, conforms to adopted policies and procedures, solves problems, and archives results consistent with stated goals and objectives. This position will be responsible for direct assistance with litigants, judicial partners and other county personnel and outside agencies. The type of cases that are filed in the Clerk's office are felony, criminal, civil, domestic/family law, probate, guardianship, adoption/paternity, civil involuntary commitments, juvenile offender, and juvenile dependency.

### **ESSENTIAL FUNCTIONS**

Provides specialized support for the Clerk's Office, as a civil deputy clerk and to the Court in the form of courtroom clerk.

Provides essential information and assistance to litigants and other agency personnel through working knowledge and understanding of the laws, legal terminology, case processes specific to the Clerk's Office and superior Court operations.

Receipts all statutory fees fine assessments and processes legal submission by mail, e-mailing or in-person.

Must be proficient in the use of multiple technology systems, in addition to standard office software.

Attends and manages court sessions involving domestic/family and civil action pending before the court.

Prepares court calendar for court and bar and enters all court dockets in preparation of pending court sessions.

Receives and processes all legal pleadings presented in a Superior Court cause of action. Processes legal pleadings involving record classification, assignment of case number computerized docketing and manual or electronic filing of hard copy records.

Maintains, retains, and archives records in accordance with statutory time constraints and archival standards.

Files all legal pleadings that require service or notification to various agencies, departments, litigants involved with active proceedings.

Communicates with adjoining counties transferring case files or requesting assistance in filing with the Clerk.

As the court's agent, the clerk collects statutory fees, fines, trust support funds, maintains a trust account for monies received, advises the clerk of court ordered disbursements of monies, bail return of trust funds for criminal, civil or to the Washington State Child Support Registry.

Directs the resolution of inquiries and problems. Responds to incoming calls, answers questions pertaining to individual cases or citations. Responds to the most sensitive or difficult inquiries, gives general information. Screens documents in accordance with established protocols and procedure.

Provides customer service, in person, by phone or by electronic means, to a wide variety of individuals, who maybe professionals or public. Tact and discretion are required when dealing with difficult personalities, awkward situations or when confidential records are in question.

Consults and collaborates with senior staff on required actions based on court order or other quasi-judicial duties and processes necessary.

Reviews, prepares and coordinates complex calendars for criminal, civil, domestic, probate, guardianship, dependency juvenile offender, adoption paternity, and mental illness cases before the court, whether represented by counsel or pro se.

Opens and maintains judgment records and processes judgment execution as prescribed by law, including writs and orders of sale. Files satisfactions of judgments for criminal and accepts satisfactions filed by the judgment creditor in civil cases.

Creates accounts receivable, utilizing current accounting technology and standards developed by State Auditor's Office and Administrative Office of the Courts.

Performs a significant amount of data entry and tracking from various sources requiring accuracy, consistency, good judgment, and attention to detail. Updates and maintains computer files including Statewide data bases, audit reports, image files and other programs with current data. Reviews records management procedures, makes recommendations, and implements improvements. Requires access to DIAS systems or DOL reporting requirements.

Identifies, and prepares for return or destruction of exhibits, unopened depositions, court reporter notes, or other court record media, in accordance with State Archives' records management guidelines, statutes and court rules. Prepares and sends required notices to parties. Prepares and presents orders for the court's signature and returns or destroys items as directed by the court.

Identifies, prepares, and sends clerk's notice of dismissal/closure, and presents corresponding orders to the court for signature. Develops process in accordance with case management guidelines, statutes, and court rules.

Receipts fines, restitution, and fees, utilizing current accounting systems and standards developed by the State Auditor's Office and Administrative Office of the Courts.

Distributes Court orders to outside agencies, by mail or fax or electronic means pursuant to statutes and court rules or court order. Assists in transmitting documentation to local criminal justice agencies and prosecutor's office.

Assists the public with the filing of various court orders. Schedules hearing dates and provides notification to the appropriate law enforcement agency for entry to system as directed by court order.

Responds to case file document requests and certifications, electronically, in person or by mail.

Opens, distributes, and processes mail.

As an agent of the federal government, reviews and executes passport applications.

#### COURTROOM CLERK

Opens court for Judicial officer and provides direct assistance to the Superior Court Judge while serving as courtroom clerk. Attends all hearings, administers oaths, and receives the verdict of a jury in any action or proceeding in the presence and under the direction of the court. Includes swearing in jury, witnesses, and polling of the jury.

Promotes public confidence in the courtroom by serving as courtroom clerk for all civil case types and juvenile dependency cases, and backup clerk for criminal and juvenile offender cases. Accurately writes and preserves minutes of courtroom proceedings, synopsising counsel's oral motions, arguments, rebuttals, and the courts oral rulings in all judicial proceedings utilizing current courtroom technology to produce minutes and maintain the record.

Technical operation of Superior Court recording equipment related to the efficient operation of the court's calendar. Performs with independent judgement and limited supervision.

Marks exhibits for trial containing blood borne pathogens, drugs, firearms, or dangerous weapons. Manages hazardous materials, drug residue emissions and weapon security. Maintains custody and control of all trial exhibits, labels, logs, and secures all exhibits until released for disposal in accordance with statutes and records retention schedules of the State of Washington.

#### PERIPHERAL FUNCTIONS

On behalf of the Superior Court manages the jury, assists with response, scheduling, and jury check-in during trial. Assists in operation of the Superior Courts courtroom recording system. Receipts payments for facilitator appointments, sale of pre-made packets containing state standard forms prepared by superior court administration, CD's and files trial setting notices and other orders of the Superior Court.

Serves as backup for Chief Deputy Clerk, and Criminal Deputy for all hearings and trials. Attends court hearings during active court sessions and non-court weeks and at the request of Superior Court over the lunch hour.

Crossed trained to perform or assist in performing any and all of the duties and responsibilities of other divisions within the department.

Scans and docket historic records for permanent preservation.

Prepares the courtroom for trials and hearings.

Assists in jurors' response and jurors sign in for trial.

Serves as custodian of digital record of proceedings. Operates the Superior Courts equipment purchased, maintained by the Superior Court. And at the request of the court Administrator or Court assist in operation and troubleshooting of courtroom system I aid of Superior Court vendor scheduled maintenance, upgrade or use of Polycom, video hearing and technology used for remote hearings.

Assists in the collection of legal financial obligations.

Performs other duties as assigned.

Alternates with the offices on the third floor to collect and deliver mail from the post office to allow the filing of Superior Court documents submitted by parties to meet required deadlines. Responds to inquiries for other departments with hours of operation or directs them for services during normal business hours.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of customer service skills, particularly when dealing with difficult customers.

Knowledge of the legal system and courtroom proceedings.

Knowledge of legal documents and legal terminology.

Knowledge of records and document management systems.

Skill in producing accurate and detailed work and data entry with constant interruptions.

Ability to provide professional, courteous, respectful, and efficient customer service and maintain effective communication with the general public, clients, staff members, volunteers, and other departments and agencies under varying circumstances; and to calmly handle routine or emergency situations sometimes with diverse and or irate individuals.

Ability to interpret intent of and process complex judgments, orders, verdicts, bench warrants, decrees, foreclosures, and other documents as they are received for processing.

Ability to work with the public in a consistent, courteous, and competent manner.

Ability to maintain a professional demeanor and appearance under stressful circumstances.

Ability to operate technical office equipment, including numerous computer systems and to implement new systems as required.

Ability to exercise independent judgment to achieve the most effective performance of all job assignments.

Ability to observe strict confidentiality.

Ability to communicate clearly and concisely, orally and in writing.

Ability to maintain an effective and professional working relationship with a wide range of individuals and/or agencies.

### **LICENSES/CERTIFICATES**

Must be 18 years of age or older and evidence of U.S. Citizenship must be verified.

Successfully complete within three months a U.S. Department of state official individual training transcript or training certification and renew annually.

Passport Application Acceptance Agent Course Certification by the U.S. Department of State.

Successfully pass within three months, the comprehensive mandatory Passport Application Acceptance Agent certification to administer execution of applications and to maintain recertification by continuing education on an annual basis.

Successfully pass a background check and/or screening by WSP to access the WATCH CJ for fingerprint search or name/date of birth searches and history record data compliance reporting.

### **EDUCATION AND EXPERIENCE**

Three years of office experience with public service and/or records management knowledge. Experience in the legal field is preferred but not required or an equivalent combination of education and experience which provides the knowledge, skills, and abilities to perform the essential functions of the position.

### **WORKING CONDITIONS**

Work is performed approximately 70% in an office environment and 30% in the courtroom. Work may be performed in volatile environments. Stress associated with competing priorities and strict timelines is a job element which must be successfully managed. Sitting very still for extended periods of time may be required with extensive computer usage.

Evening work is required during active criminal and civil jury trials.

Ability to hear disturbing or shocking testimony by victims or witnesses in criminal trials or personal, sensitive, or emotional statements by parties involved in the court system and maintain

a professional composure while attending and recording case events.

Travel to training is required.

Confidentiality agreement is required.

**PHYSICAL REQUIREMENTS**

The duties of the above position require sitting, walking, stooping, bending, reaching, twisting, climbing stepladders and the ability to lift up to 35 pounds. Requires finger dexterity, sense of touch, gripping with fingers and hands; ability to see, hear voice conversation, and to speak.

---

The statements contained herein reflect general details as necessary to describe the essential functions of this job, the level of knowledge and skills typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

It is the policy of Skamania County to not discriminate against any person with regard to race, color, national origin, sex, age, religion, physical/mental disability, creed, marital status, pregnancy and maternity, sexual orientation, gender identity, veteran status, guide dog or service animal and genetic information or any other protected status under federal or state statutes.

---