

King County District Court

District Court Compliance Clerk

JOB DESCRIPTION & ANNOUNCEMENT

SALARY RANGE 39: From \$36,710.59 to \$46,588.82, DOQ, 40 Hour Work Week

OPEN: October 2, 2008

CLOSING DATE: 4:30 p.m. on October 15, 2008

WHO MAY APPLY:

This position is open to all qualified applicants.

APPLICATION PROCESS:

If you are interested in applying to be a King County District Court Compliance Clerk, please submit a letter of interest, resume, [District Court Job Application Form](#), and three (3) professional references to Hiring Personnel, King County District Court, W-1034, King County Courthouse, 516 Third Avenue, Seattle, WA 98104 or by e-mail to:

KCDC.HumanResources@KingCounty.gov **by 4:30 p.m. on October 15, 2008. Postmarks are NOT ACCEPTED.** We are not responsible for incomplete email transmissions. Applications that do not contain all materials requested may not be processed. **Application materials sent via fax will not be accepted.**

PLEASE NOTE: Applications not received at the location specified above may not be processed.

FORMS AND MATERIALS REQUIRED: A King County District Court application form (not King County's application form) which can be found on King County District Court's homepage, <http://www.metrokc.gov/kcdc/hr.htm>, resume and letter of interest detailing your background and describing how you meet or exceed the requirements are required. The application form is available in two formats: Adobe Acrobat <http://www.metrokc.gov/kcdc/jobapp.pdf> or Microsoft Word <http://www.metrokc.gov/kcdc/jobapp.doc>

DEFINITION:

This is a clerical position, located at the King County Courthouse in downtown Seattle, providing computer monitoring of defendants through the JIS system. The Compliance Clerks work under the direction of the Director of Technology in conjunction with the Director of Probation. Union membership is required within 30 days of employment, unless the employee exercises his or her rights pursuant to RCW 41.56.

DISTINGUISHING CHARACTERISTICS OF WORK:

The employee occupying the position of Compliance Clerk is required to operate a variety of case management systems.

This is a public service position that requires effective interaction with the public. This position requires knowledge of customer service skills, legal terminology, court documents and

procedures in addition to general clerical competence. The person occupying the position of Compliance Clerk is required to: review court documents; monitor tracking of defendants in the JIS system; update the JIS system through information received; review information to verify compliance; and provide the court with information on non-compliance. A Compliance Clerk is required to perform other clerical duties as required and perform special projects and assignments as developed and required by supervisor(s).

KNOWLEDGE AND ABILITIES:

Possess excellent human relations skills and the ability to maintain poise and composure under pressure, recognizing this is a public service position.

Ability to effectively work in a culturally diverse environment.

Ability to work independently, and as a member of a team, to plan, organize and maintain an effective and efficient system for monitoring compliance.

Ability to effectively communicate a wide variety of information both verbally and in writing.

Ability to accurately and completely enter, update, retrieve, prepare and process court related documents using the court computer system (JIS).

Thorough knowledge of office practices and procedures.

Ability to establish and maintain effective working relations with staff, other court employees, treatment agency personnel and the public.

Perform special projects and assignments as developed and required by supervisor(s).

Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

A High School Diploma/GED and two years clerical experience.

Ability to operate microcomputers such as IBM PC and compatibles or menu drive computer systems, type 40 wpm and operate multi-line telephone.

Successfully pass the pre-employment keyboarding examination.

SUPERVISION AND REPORTING RESPONSIBILITIES:

King County District Court Compliance Clerks are hired by the assigned Court Director and work under the direction of the Director and/or the Director's designee. Although the District Court Compliance Clerk has an immediate supervisor, the compliance clerk is accountable to all Court Managers, Directors and Judges.