JOB TITLE: **Accounting and Customer Service Court Clerk** **UNION:1937**
SG:108
CLASSIFICATION: **Court Clerk** **CS:N**
FLSA:Y
DEPARTMENT: **Municipal Court** **EEO4/SOC CODE:AS/43-4031**

JOB SUMMARY:

This position performs court clerk operational duties and a variety of skilled bookkeeping tasks according to established bookkeeping and accounting principles and procedures. Operational functions include providing customer service to the public, scheduling and docketing; coordinating cases with the law and justice community and the public; and arrangement for bench and jury trials. Accounting functions include receipting, balancing and depositing payments made by the public and other agencies; maintaining accounts and preparing financial related reports as needed for the Court. Responds to questions from the public about court procedures and payment of court mandated fees.

SUPERVISORY RELATIONSHIPS:

Reports to the Court Administrator. Receives direction and work assignments from the Chief Deputy Clerk. The Court Accounting Technician may assign work and provide technical guidance. Work is performed under general supervision and in accordance with comprehensive knowledge of complex applicable City, state and municipal court codes, regulations, policies, procedures and guidelines.

ESSENTIAL FUNCTIONS:

Accounting Assistant Functions:

1. Maintains accounts by coding, processing and posting payables and receivables. Prepares and balances reports against actual income and expenses. Receipts, exonerates and forfeits bails/bonds, accounts payable and accounts receivable.

2. Audits financial records for accuracy, posts and reconciles charges to invoices. Reconciles cash drawer, clears the credit card reconciliation, prepares and seals the bank deposit documents.

3. Assigns and processes accounts payable/receivable and purchase orders based on documentation, invoices and/or statements. Verifies receipts, charges, calculations and authorizations. Follows-up on delinquent accounts and coordinates the collection of overdue accounts per law and procedure.

4. Performs cashiering function by receipting, balancing and depositing payments received by the Court on a daily basis. Verifies internal audit checks with other cashiers.

5. Responds to a variety of departmental and public requests for information relative to assigned function; provides requested information or service when authorized or refers to appropriate individual for response.

6. Accepts and processes daily mail and delivery from all agencies.

7. Performs back up duties for the Court Accounting Technician, as needed.

Customer Service Court Clerk Functions:

1. Provides a full range of customer services to the public at the lobby counter. Assists with completion of time payment and community service documents. Explains court findings, directives and collection procedures to defendants. Accepts warrant surrenders and notifies the court staff and/or law enforcement as needed.

2. 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.

3. 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.

4. 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.

5. 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.

6. May screen and assign individuals for indigent defense counsel by interviewing the defendant for personal financial data and analyzing the individual's ability to pay, as needed.

ADDITIONAL WORK PERFORMED:

1. Performs office duties such as typing correspondence, creating graphs and producing reports. Assures such duties are responsive to court needs, requirements, schedules and timelines.

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

PERFORMANCE REQUIREMENTS (KNOWLEDGE, SKILLS, AND ABILITIES):

Knowledge of:
- General bookkeeping principles and practices.
- General knowledge of governmental accounting and auditing practices.
- Knowledge of standard business English usage, spelling, grammar and punctuation.
- Working knowledge of Revised Code of Washington, Municipal Code, Municipal Court procedures and processes, state and local court rules.

Skill in:
- Strong computer skills including data entry/retrieval, State of Washington Judicial Information Systems, accounting software, database products, and spreadsheets for the development and maintenance of record keeping systems
- Good interpersonal skills including the ability to work with distressed defendants and members of the public using courtesy, respect and good judgment.
- Application of bookkeeping and fundamental accounting principles to the keeping of account records and the preparation of financial reports.
- Problem solving, organization, interpersonal sensitivity, adaptability, stress tolerance, and time management.

Ability to:
- Read, understand and apply ordinances, laws, policies and procedures applicable to scope of work.
- Organize and prioritize work to meet deadlines and demands of peak season workloads with a minimum of supervision while maintaining accuracy and attention to detail.
- Develop recommendations to improve routines and procedures in area of assignments.
- Communicate effectively with other co-workers with a spirit of cooperation and teamwork.
- Maintain a problem-solving approach while dealing with interpersonal conflict or hostility.
- Articulate policies and procedures to citizens and others in the criminal justice system.
- Maintain consistent 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, 10-key calculator and office machinery such as a keyboard, mouse, and phone;
  - Frequently read a computer screen;
  - Frequently communicate accurate information and ideas verbally and in writing;
  - Move between worksites;
  - Occasionally lift objects weighing up to 40 lbs.

WORKING ENVIRONMENT:

Work is performed primarily in an office setting with the majority of time at a computer workstation. Work is performed in a fast-paced, congested environment that experiences frequent interruptions. Counter assignments routinely include interactions with angry, volatile, or

mentally ill individuals who may be verbally abusive and/or threatening. This is a sedentary position with minimal physical exertion requirements.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Two years of clerical experience working in a court, probation, police record services or legal environment.

OR

- Three years progressively responsible clerical experience with a focus on complex data entry, scheduling, recordkeeping and bookkeeping including two years of experience providing support directly to the public or external customers. Two years of college level education in criminal justice, sociology, business administration/accounting may be substituted for two years of general clerical experience.
- Ability to type 45 wpm net required.

NECESSARY SPECIAL REQUIREMENTS:

- Employment contingent upon passing a criminal convictions, 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:
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4/23

REVIEWED BY: _____
Darlene Peterson
Court Administrator