CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: **Court Records Program Technician** **E-PLAN SG:E1-8**

DEPARTMENT: **Municipal Court** **CS:N FLSA:Y EEO4CODE:PP**

JOB SUMMARY:

Performs advanced technical and paraprofessional work in support of the Municipal Court. Provides administrative support to the Municipal Court Judge, Commissioner, Court Administrator, and court staff. Responsible for the administrative functions of the court, including Washington Department of Labor & Industries reporting; processing invoices, juror and witness payments; timesheet approvals; and maintaining inventories and determining need for court forms, office supplies and equipment. Researches, responds to and serves as a resource for court records requests; disseminates court records and coordinates records management. Assists with budget and agenda bill preparation and auditing court financial reports for internal control compliance. Work requires a high degree of confidentiality and discretion in sensitive judicial, court and public environments.

SUPERVISORY RELATIONSHIP:

Reports to the Court Administrator. Receives assignments from the Municipal Court Judge, Court Commissioner, Court Administrator and Chief Deputy Clerk. Work is performed under general supervision and the guidance of applicable Municipal Court and City policies and procedures, as well as compliance with local court rules, federal and state statutes, laws, rules, and regulations. May assign and monitor work of interns and volunteers.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Organizes, supports and coordinates confidential judicial and administrative directives as requested. Conducts research, prepares and transmits correspondence. Makes training and travel arrangements as required. Audits court financial records and procedures for internal control compliance. Assists with agenda bill preparation for City Council.

2. Performs administrative tasks and functions related to records and databases. Researches and responds to requests for court records, including paper documents, electronic records, audio recordings and telephone data according to legal deadlines and procedures. Utilizes court management system software to perform initial review of e-filings, routing to appropriate person as necessary. Responds to court public disclosure requests from the Legal Department when assigned via workflow software.

3. Assists the Court Administrator with budget monitoring and preparation. Monitors, tracks and reviews budget spending and prepares monthly budget reports.

4. Responsible for coordination of all activities related to public education, outreach and volunteers.

5. Prepares reports and correspondence for the Judge, Court Commissioner and Court Administrator.

6. Prepares and authorizes juror and witness payments. Prepares Department of Labor and Industries reports for Human Resources and assists during State audits of the reports.

7. Analyzes, updates and orders legislated and judicial changes to court forms. Audits court financial records and procedures for internal control compliance.

8. Maintains and downloads Jefferson Audio Video System (JAVS) recordings of all court sessions and search warrant requests and transmits them when required. Resolves all issues that may occur with recordings.

9. Trains and assists court staff on telephone, computer databases, office equipment and JAVS.

10. Maintains all closed court files and accounting documents. Requests files from the Records Center as needed. Prepares Record Transmittals for transport of closed boxes of court documents to the Records Center.

11. Serves as department timekeeper. Receives, reviews, corrects, processes and enters timesheets for department staff; assists with troubleshooting errors. Processes confidential new employee and separation paperwork in coordination with IT and Human Resources. Serves as the court resource for the Human Resources Information System (HRIS); performs and verifies data entry including maintenance and verification of employee records. Prepares confidential Human Resources and union documents and correspondence; performs other administrative tasks related to personnel.

12. Places orders and maintains inventories for all office supplies and equipment. Coordinates information for purchasing and maintenance for court requirements.

ADDITIONAL WORK PERFORMED:

1. Works on special projects as assigned.

2. Represents department on various City committees or activities.

3. May provide training and day-to-day direction to interns and volunteers.

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

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:

- Legal terminology, legal forms, methods and procedures.
- State and local program-related codes and regulations, policies and procedures regarding court and records management.

Ability to:

- Read, understand and apply ordinances, laws, policies and procedures applicable to the scope of work.
- Apply critical thinking and problem-solving skills.
- Use software applications including word processing, spreadsheet, presentation and database management programs.
- Use judgment, work independently and assume responsibility.
- Exercise sound judgment to solve problems in stressful situations.
- Deal tactfully with the public and respond effectively in potentially confrontational situations.

- Communicate and work effectively with co-workers, City employees, public agencies, attorneys and the public.
- Handle information with professionalism and discretion and maintain the confidentiality of sensitive information and materials.
- Organize, prioritize and schedule work to meet legal deadlines and demands of peak workloads with a minimum of supervision while maintaining accuracy and attention to detail.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Result Orientation, and Teamwork and Cooperation.
- Physical ability to perform the essential functions of the job, including:
  - Frequently operate a computer and other office machinery such as a keyboard, mouse, phone, and fax machine;
  - Frequently remain stationary for long periods of time;
  - Frequently communicate accurate information and ideas with others;
  - Occasionally transport objects such as document storage boxes up to 40 pounds.

WORKING ENVIRONMENT:

Work is performed in an office setting with majority of time at a computer workstation. May include extensive public interaction, both on the phone and in person, including with individuals who are difficult or angry. This is a sedentary position with minimal physical exertion requirements.

EXPERIENCE AND TRAINING REQUIREMENTS:

- High school diploma or General Equivalency Diploma (GED) AND
- Three (3) years of administrative experience in legal field required; court experience preferred.
- Associate degree with course work in legal, records management, accounting or related field preferred.
- An equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skill, and ability to successfully to perform the essential functions of the job will be considered.

NECESSARY SPECIAL REQUIREMENTS:

- Employment contingent upon passing a criminal convictions check, local background check and fingerprinting. Subject to re-check every five years.
- Must sign a confidentiality agreement with the State of Washington for access to databases.
- Valid Washington State driver's license and good driving record. Candidates must submit a three-year driving abstract prior to hire.

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