CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: **Chief Deputy Court Clerk** **UNION:231**
SG:6
DEPARTMENT: **Municipal Court** **CS:N**
FLSA:N
EEO4CODE:PR

JOB SUMMARY:

Responsible for assisting in the administration of the Bellingham Municipal Court. Manages Municipal Court calendars and judicial assignments. Assists the Court Director in division budget development Coordinates and monitors court and probation caseloads. Supervises assigned staff; monitors caseloads and judicial assignments. Performs analysis of legislation changes that impact criminal court operations. Implements procedural changes. Provides judicial support as needed. Ensures compliance with Court and City policies, Washington State and local court rules and legal requirements. Develops effective working relationships with staff, other City departments and others that encourage teamwork and effective use of resources. Errors in court process or procedure may impact case disposition and involve substantial liability and judicial consequences.

SUPERVISORY RELATIONSHIPS:

Reports to the Court Director. Work is performed under general supervision according to City and Department policies and procedures as well as applicable City, State, and Municipal Court codes, regulations, policies, procedures, and guidelines. Supervises courtroom support staff and advises staff on technical court procedure issues.

ESSENTIAL FUNCTIONS:

1. Assists the Municipal Court Director in administration of the Court. Provides support as needed to Court Commissioner and the Municipal Court Judge.

2. Supervises assigned court staff; participates in selection and hiring, assigns and evaluates work, organizes and prioritizes workloads, provides feedback, training and guidance in following appropriate court processes and technical procedures and ensures compliance with applicable personnel policies, rules and regulations . Establishes performance standards, delivers counseling and conflict resolution; recommends corrective action as appropriate.

3. Develops Court calendar and master facility schedule. Schedules all hearings, pre-trial motions, bench and jury trials. Analyzes schedule, evaluates for consistency with short- and long-term goals and objectives and recommends modifications. Coordinates City departments, staff and contractors and resolves conflicts as needed.. Manages and conducts daily evaluation of court caseload.

4. Oversees arrangements for juries. Prepares and distributes weekly Jury Priority List to appropriate parties. Schedules pro-tempore judges as needed.

5. Serves as the Court's primary point of contact for the Prosecuting Attorney's Office, Bellingham Police Department and other criminal justice agencies.

6. Ensures compliance with court orders. Monitors probation caseload. Processes commitments, releases, and referrals. Corresponds with community agencies regarding probationers. Provides analysis and assists Judge and Court Director in development of appropriate programs and services.

7. Coordinates day-to-day Municipal Court trial/hearing operations, making appropriate decisions for all activities. Responsible for certification of all electronic court recordings and case files. Releases judicial orders, including arrest warrants, and notifies law enforcement agencies of arrest or order status.

8. Develops and maintains in and out of custody virtual court hearing processes and policies. Works with outside correctional facilities to revise processes and policies as needed.

9. Supervises preparation of court files and determines appropriate distribution for copies. Acts as liaison to prosecution and defense attorneys, law enforcement officers and witnesses.

10. Ensures the accuracy of procedures and protocols for entering case dispositions and convictions into the information systems as a permanent record. Verifies the Court's compliance with system rules and applicable legal requirements.

11. Prepares case files for appeal to Superior Court. Assists defendant in preparing appeal documents and monitors all appeal cases.

12. Serves as a technical resource regarding the legal process. Analyzes legislation for impact on court operations and implements changes as necessary.

13. Oversees ensures courtroom technology meets the needs of the Court; works with subordinate staff and coordinates with ITSD to evaluate, improve, maintain and troubleshoot as needed. Oversees the selection and implementation of new technology.

14. Oversees municipal court parking ticket processes; monitors the appeal process assignment of registered owners, account transfer to collections of unpaid accounts as needed and ensures procedures are in compliance with Department of Licensing (DOL) policies.

15. Serves as the Terminal Agency Coordinator (TAC) for A Central Computerized Enforcement Service System (ACCESS). Ensures the Court is in compliance with state and FBI Criminal Justice Information System Division policies and regulations and maintains Court procedures as required.

16. Responsible for all official court documents. Ensures records are complete and accurate and certifies release and distribution.

17. Acts in responsible charge of all court administrative functions during the Court Director’s absence.

ADDITIONAL WORK PERFORMED:

1. Performs Court Clerk relief duties as needed.

2. Oversees monetary transactions daily and verifies Court clerk balancing and receipting of court monies as needed.

3. Performs other related work of a similar nature or level.

PERFORMANCE REQUIREMENTS (Knowledge, Skills and Abilities):

Knowledge of:
- Thorough knowledge of all phases of the judicial system and probation rules, policies, practices, and procedures.
- Comprehensive current knowledge of all case activities associated with the adjudication process.
- State of Washington Judicial Information System (JIS) computer software.
- Bellingham Municipal Code (BMC) and Revised Code of Washington (RCW).
- Washington State Rules for Courts of Limited Jurisdiction and local court rules.
- OCourts paperless courtroom software.
- Virtual hearing processes and best practices.

Skills in:
- Strong skills in computer software operations including word processing and spreadsheet applications.
- Strong oral communication skills to speak in public, both in person and by telephone, with diverse individuals including employees, other City departments, and citizens who are angry or under stress.
- Standard English usage, spelling, punctuation, grammar, formatting, and proofreading skills.

Ability to:
- Effectively coordinate court calendars in a timely manner.
- Articulate Municipal Court procedures to interested parties or the public in person or by telephone. Ability to remain solutions-oriented while dealing with interpersonal conflict or hostility.
- Independently apply problem solving skills and decision making; planning and organizing; interpersonal sensitivity; adaptability; stress tolerance; and time management.
- Keep current with changes in municipal court procedures and to assist in the effective implementation of new rules and practices.
- Analyze and respond to changes for legal compliance and procedural development.
- Willingness and ability to maintain the confidentiality of sensitive information accessed through working with court records.
- Effectively supervise staff.
- Willingness and ability to demonstrate the Public Service Competencies: Service Orientation, Results Orientation, Teamwork and Cooperation.
- Maintain consistent and punctual attendance.
- Physical ability to perform essential functions of the job including:
  - Frequently operate a computer and other standard office machinery;
  - Frequently communicate accurate information and ideas with others;
  - Move between work sites;
  - Occasional lifting of boxes or equipment weighing up to 40 lbs.

WORKING ENVIRONMENT:

Work is primarily performed in a Municipal Court and in a congested and 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.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Associate degree in criminal justice, public administration, business administration, sociology, psychology or similar field.
- Two years of progressively responsible experience in a court environment required, including knowledge of court operations, statutes, rules, customer service, and probation compliance.
- Two years of experience in a supervisory or lead position required. Five years of court experience may be considered as a substitute for supervisory or lead court position experience.
- 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 REQUIREMENT:

- Employment contingent upon passing a criminal convictions check, local background check and fingerprinting. Subject to re-check every five years.
- ACCESS Level 2 certification required within one year of hire.
- 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: C. Johnson
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3/93

REVIEWED BY: _____
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Court Director

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