

**City of Ferndale
Employment Opportunity
Part Time Court Clerk**

Jurisdiction: City of Ferndale
Job Title: Part Time Court Clerk
Employment Type: Part-Time
Rate of Pay: \$28.82 - \$35.45 per hour, DOE
Pay Range: \$28.82 - \$35.45 per hour, with step increases annually
Closing Date: August 30, 2024

TO APPLY:

Submit letter of interest, [completed job application](#), and resume by mail:
City of Ferndale, PO Box 936, Ferndale, WA 98248 Attention: Susan Duncan.
Or email:
susanduncan@cityofferndale.org

Closing date: August 30, 2024. Only complete applications will be considered.

REPORTS TO: Court Services Manager	DEPARTMENTS: Municipal Court	CLASSIFICATION: Union – Teamsters Non Exempt
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JOB SUMMARY:

The Part-Time Court Clerk works independently to coordinate the day-to-day operation of the court. Duties depend on specific assignments and day-to-day activities and include routine court duties. This includes performing a variety of public-contact interactions, scheduling, accounting, collections, communications, and record keeping. This is a part-time position of approximately 18 hours per week, not to exceed 79 hours per month.

ESSENTIAL FUNCTIONS

- Assist the public, defendants and attorneys on the phone, email, and front counter
- Act as cashier to accept and receipt court payments, daily reconciliation of receipts
- Errand runs to post office and City Hall, using City vehicle
- Download and file citations and infractions
- Filing of documents, pull files for court and return them after court
- Respond to requests for records
- Assist in outgoing mailings
- Maintain accurate data entry in all court software
- Make after-court docket entries, schedule next hearings, create accounts receivable
- Assist and occasionally fill in for court clerk during court sessions and jury trials
- Maintain a high level of confidentiality, follow all court procedures
- Other duties and responsibilities as assigned

WORK ENVIRONMENT:

Work is performed in a congested, fast-paced environment indoors and can involve working with abusive, angry, unstable, or hostile individuals. Possible exposure to offensive language, graphic evidence of offenses, or emergency situations requiring an appropriate level of response.

MINIMUM JOB QUALIFICATIONS – EDUCATION:

High school graduation; college studies in criminal justice or legal assistance preferred.

MINIMUM JOB QUALIFICATIONS – EXPERIENCE:

- Must pass criminal background check, be finger-printed, have valid WA driver's license, sign confidentiality agreement and pass secure access test
- Must be able to physically perform essential functions of the job
- Familiarity with Microsoft Office suite (Outlook, Word, Excel)
- Knowledge of English: spelling, proofing and composing
- Familiarity with office machines
- Ability to speak Spanish is desirable
- Experience with court procedures or the JIS data system is desirable

The statement contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically require 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. At its sole discretion, the City of Ferndale may consider combinations of education, experience, certifications, and training in lieu of specifically required qualifications contained herein.

The City of Ferndale policy is to provide equal opportunity in all terms, conditions, and privileges of employment for all qualified applicants and employees without regard to race, color, creed, religion, gender, sexual orientation, age, national origin, marital status, disability, or veteran status.

The City of Ferndale is an Equal Opportunity Employer.