



**CITY OF HOQUIAM**  
609 8th St.  
Hoquiam, WA 98550  
[www.cityofhoquiam.com](http://www.cityofhoquiam.com)

City Hall Departments

- Mayor  
Phone (360)538-3979  
Fax (360)532-4031
- City Administrator  
Phone (360)538-3983  
Fax (360)532-4031
- City Attorney  
Phone (360)538-3981  
Fax (360)532-4031
- Finance Dept.  
Phone (360)532-5700 Ext 0  
Fax (360)532-2306
- Municipal Court  
Phone (360)538-3965  
Fax (360)533-3602
- Community Services, Parks & Cemetery  
Phone (360)538-3970  
Fax (360)538-0938
- Public Works
  - Building (360)538-3980
  - Code Enf. (360)538-3980
  - Planning (360)538-3971Fax (360)538-0938
- Utilities (360)538-3963
  - Building (360)538-3968
  - Water Shop (360)538-3966
  - Street/Sewer Shop (360)538-3972Fax (360)532-2306

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Library (360)532-1710  
420 7th St.  
Hoquiam, WA 98550  
Fax (360)538-9608

Police Department (360)532-0892  
215 10th St.  
Hoquiam, WA 98550  
Fax (360)532-0899

Fire Department (360)538-3962  
625 8th St.  
Hoquiam, WA 98550  
Fax (360)532-3340

**CITY OF HOQUIAM**

Court Clerk  
\$3589/month

The City of Hoquiam is accepting applications for a full time court clerk. The ideal candidate will **possess a positive attitude and prior experience in court administrative duties**. A full job description and application can be obtained at [www.cityofhoquiam.com](http://www.cityofhoquiam.com). Applications will be accepted until 5pm on July 24, 2017. The City of Hoquiam is an equal opportunity employer.

**CITY OF HOQUIAM  
POSITION DESCRIPTION**

Position Classification: Municipal Court Clerk  
Department/Division: Municipal Court  
Employment Status: **FULL-TIME**  
Date Adopted: April 24, 2011 City Council Meeting

Union Status: AFSCME  
FLSA Status: Non-exempt

GENERAL PURPOSE/SUMMARY

The Municipal Court Clerk performs administrative, clerical and accounting work in the Municipal Court Department. This position assists in the daily operations of the Municipal Court. Work performed is varied in nature, but follows prescribed procedures, and assignments and tasks are often repetitive. Work requires specialized knowledge and training in Municipal Court operations and requires the exercise of confidentiality, and independent judgment and action.

SUPERVISION RECEIVED

The Municipal Court Clerk works under the general direction and supervision of the Municipal Court Judge, and when the Judge is not present or available, will consult with the City Finance Director.

SUPERVISION EXERCISED

This is not a supervisory position, but the Municipal Court Clerk will arrange for and provide direction to interpreters, and other City employees who occasionally assist the Municipal Court Clerk with certain clerical tasks.

ESSENTIAL DUTIES & RESPONSIBILITIES

The following are not inclusive of all duties as the Municipal Court Clerk performs other related duties not listed below as required:

- Processes traffic citations, criminal citations and complaints, and other legal documents and pleadings, constructs case files, develops and compiles court dockets and maintains court records, and warrant control. Monitors case dispositions for compliance with court orders.
- Receives, logs, and indexes incoming filings, citations, and complaints. Processes juror summonses and supervises juror responses and service.
- Oversees jurors during jury selection, trial and jury deliberations.
- Assists the public in checking records and files for requested information.
- Answers the telephone, refers calls to appropriate staff member or department, and answers questions within his or her ability.
- Receipts and disburses payments, sets up time-payment accounts, prepares

deposits and maintains accurate accounting for all funds collected, processed and disbursed.

- Takes appropriate action for delinquent payments. Reconciles monthly bank statement, transaction journal and trust account preparation, and submittal monthly caseload statistical reports.
- Implements court policies, procedures, and methods, formulates and submits to the Judge recommendations for mandated changes and any other changes for improving the operation of the court.
- Assists the Municipal Court Judge during trials or hearings; acts as bailiff, and jury coordinator.
- Prepares notices of case settings, and trial notices, subpoenas witnesses, notifies police officers of case settings, sets hearings, notifies appropriate agencies of hearings, and supervises probation of defendants.
- Responsible for assisting Judge in preparation and administration of annual or biennial budgets and budgeted expenditures.
- Operates a variety of office equipment, including computers, word-processors, printers, calculators, telephone answering machines, fax machines, and copiers.
- Deals directly with the public on a daily basis through telephone and written inquiries and in person, including crime victims, defendants, witnesses, and attorneys.
- Coordinates with the police department for transport of prisoners for court appearances.
- Provides monitoring of Defendant compliance with sentence conditions.
- Performs other duties as assigned by the appropriate supervisor.

#### WORK ENVIRONMENT & EQUIPMENT OPERATED

While performing the duties, responsibilities and functions of this position, the Municipal Court Clerk works inside, in an office or courtroom environment. The noise level in the work environment is typical of a busy office or courtroom, ranging from quiet to moderately noisy. The position may require travel to and attendance at job-related educational seminars and conferences, to include occasional overnight travel.

The Municipal Court Clerk will operate a personal computer, including word processing, printers spreadsheet programs and specialized data base software, a telephone and telephone answering machine or voicemail system, copy machine, fax machine, and other similar office equipment. The Municipal Court Clerk will use paper records and computer records.

#### DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of budgeting procedures, techniques and legal requirements. Knowledge of the operation, organization, functions, procedures and administration of municipal courts. Knowledge of arrest, detention, and other police procedures.

Knowledge of business English, spelling, punctuation, arithmetic, office practices, procedures and use of standard office machines.

Ability to type at a rate of at least 40 words per minute and to efficiently operation a ten key calculator.

Ability to make routine mathematical computations, tabulations and accounting entries accurately and with reasonable speed.

Ability to learn assigned tasks readily within a reasonable training period, and to adhere to prescribed routines.

Ability to communicate and deal effectively with other employees and the public both orally and in writing.

Ability to understand and carry out oral and written instructions.

Ability and knowledge of computer operating systems with experience in operating personal computers and various software.

Ability to learn how to use the Washington State Judicial Information System (JIS) with reasonable training.

### MINIMUM QUALIFICATIONS

High School diploma or GED, plus at least two years of court administration experience or one year of related office experience and satisfactory completion of a business or related training curriculum and at least six months of court administration experience.

Must be bondable.

### PHYSICAL DEMANDS

Work is performed indoors with prolonged sitting, and occasional standing and walking. Constant fine manipulation and use of fingers, hands and arms in reaching, handling, fingering and grasping, and hand-eye coordination is necessary to operate computers and other office equipment, in preparing written documents, handling materials, paperwork, etc.. Frequent bending and twisting of the waist, knees, and neck while reaching for materials, working at desk, worktable or moving from sitting to standing position is required. Occasionally, it will be necessary to lift, move, setup and remove files, records and boxes, and equipment weighing as much as 50 pounds, or 100 pounds with assistance. Files are moved to and from the courtroom using a wheeled cart which must be pushed and maneuvered. Vision and hearing is required to perform duties of position.

## SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and background and reference check; Job related tests will be required, including a typing test. A criminal background check will be required. Other tests, such as a medical examination, hearing test, and a pre-employment drug screening, may be required once a conditional offer of employment has been made.

This job description does not constitute an employment agreement between the employer and employee and is subject to change as the needs of the employer and requirements of the job change. It is not intended to include every requirement, duty and responsibility of the job.



# City of Hoquiam EMPLOYMENT APPLICATION

Administration Department  
609 8<sup>th</sup> Street  
Hoquiam, WA 98550

The City of Hoquiam is an equal Opportunity Employer

The City of Hoquiam provides reasonable accommodation to its employees & the public with disabilities, including disabled veterans.

An incomplete application may delay or disqualify you. Do not use pencil to complete this application.

## Personal

Position Applied For \_\_\_\_\_ Department \_\_\_\_\_

Name: Last \_\_\_\_\_ First \_\_\_\_\_ M.I. \_\_\_\_\_

Street Address \_\_\_\_\_ Home Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Day time Phone \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Are you under 18 years old? ( ) Yes ( ) No

Notice: If you are currently under PERS, LEOFF, or TRS, your retirement benefits may be interrupted if you are hired by the City of Hoquiam. Contact State Department of Retirement Systems with questions.

## Education

High School Diploma or GED received? ( ) Yes ( ) No If no degree, please specify semester or credit hours

College/University/Voc Tech School \_\_\_\_\_ City/State \_\_\_\_\_ Major \_\_\_\_\_ Degree/Cert \_\_\_\_\_ Credit Hours \_\_\_\_\_

College/University/Voc Tech School \_\_\_\_\_ City/State \_\_\_\_\_ Major \_\_\_\_\_ Degree/Cert \_\_\_\_\_ Credit Hours \_\_\_\_\_

College/University/Voc Tech School \_\_\_\_\_ City/State \_\_\_\_\_ Major \_\_\_\_\_ Degree/Cert \_\_\_\_\_ Credit Hours \_\_\_\_\_

## Skills

Describe your skills, knowledge & abilities that qualify you for this position.

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List licenses, professional affiliations, and non-religious volunteer experiences that pertain to this position.

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## Employment History

(Please Read Carefully)

Resumes may be attached but will not be accepted as a substitute for completing this section. Beginning with your present or most recent employment, list your work experience for at least the last ten years, including periods of self-employment & US Military service. Attach separate sheets if necessary.

<b>From (month/yr)</b>	<b>Company Name</b>			<b>Your Position (Title)</b>	
<b>To (month/yr)</b>	<b>City</b>	<b>State/Zip</b>	<b>Type of Company</b>		<b>Telephone</b>
<b>Salary</b>	<b>Full/Part Time</b>	<b>Supervisor's Name/Title</b>			<b>May We Contact</b> ( ) Yes ( ) No
<b>Duties:</b>					
<b>From (month/yr)</b>	<b>Company Name</b>			<b>Your Position (Title)</b>	
<b>To (month/yr)</b>	<b>City</b>	<b>State/Zip</b>	<b>Type of Company</b>		<b>Telephone</b>
<b>Salary</b>	<b>Full/Part Time</b>	<b>Supervisor's Name/Title</b>			<b>May We Contact</b> ( ) Yes ( ) No
<b>Duties:</b>					
<b>From (month/yr)</b>	<b>Company Name</b>			<b>Your Position (Title)</b>	
<b>To (month/yr)</b>	<b>City</b>	<b>State/Zip</b>	<b>Type of Company</b>		<b>Telephone</b>
<b>Salary</b>	<b>Full/Part Time</b>	<b>Supervisor's Name/Title</b>			<b>May We Contact</b> ( ) Yes ( ) No
<b>Duties:</b>					
<b>From (month/yr)</b>	<b>Company Name</b>			<b>Your Position (Title)</b>	
<b>To (month/yr)</b>	<b>City</b>	<b>State/Zip</b>	<b>Type of Company</b>		<b>Telephone</b>
<b>Salary</b>	<b>Full/Part Time</b>	<b>Supervisor's Name/Title</b>			<b>May We Contact</b> ( ) Yes ( ) No
<b>Duties:</b>					

Have you been convicted of a felony or released from prison within the last 7 years?

Yes             No

If the answer is "yes", please give the nature of the crime, dates of conviction, & the court in which you were convicted.

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Do you have any relatives employed by the City of Hoquiam?    Yes    No

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Name & Relationship of Relative (s) at the City of Hoquiam

Having a relative employed by the City of Hoquiam will not necessarily bar you from employment.

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This statement must not be altered. I understand that false or misleading information in any of my answers or statements will result in my application being eliminated from further consideration, or if employed, will be cause for my dismissal. All statements submitted on this application for employment will be subject to investigation and verification prior to appointment.

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Signature of Applicant

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Date



This page is optional. It will be used only for record keeping purposes.

## RECRUITMENT INFORMATION

How did you learn about the job?

Position you are applying for? \_\_\_\_\_

Saw advertisement in paper (which one) \_\_\_\_\_

Magazine or Journal (which one) \_\_\_\_\_

Saw job posting (where) \_\_\_\_\_

Career Fair (which one) \_\_\_\_\_

Heard about it from current city employee (whom) \_\_\_\_\_

## E.E.O. Information

The data collected below will not be used to make employment decisions. It will be used for affirmative action record keeping purposes only.

Date of birth: \_\_\_\_\_ ( ) Male ( ) Female

( ) African American ( ) Hispanic ( ) Native American (proof of tribal affiliation is required)

( ) Asian ( ) Pacific Islander ( ) Caucasian (White, not of Hispanic Origin)