

CITY OF BELLINGHAM

JOB DESCRIPTION

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| JOB TITLE: | Court Program Technician | E-PLAN |
| CLASS TITLE: | Program Technician | SG:E-9 |
| DEPARTMENT: | Municipal Court | CS:N |
| | | FLSA:Y |
| | | EEO4CODE:PP |

JOB SUMMARY:

Performs specialized technical assistance, accounting, data analysis and administrative support duties that require knowledge and experience specific to the Municipal Court. Uses knowledge of court and public disclosure processes and procedures to resolve problems, achieve program goals and complete varied special projects. Prepares reports and related printed, electronic and presentation files and correspondence. Provides administrative support to the Judge, Court Commissioner, Judicial Services Director and court staff.

SUPERVISORY RELATIONSHIP:

Reports to the Judicial Services Director. May receive work from the Judge, Court Commissioner, or Legal Process Supervisor. Performs tasks independently in compliance with federal and state statutes, City rules and regulations, local court rules, and according to City and Municipal Court policies and procedures.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Audits court and parking financial records and procedures for internal control compliance.
2. Responds to court public disclosure requests for court records including paper documents, electronic records, audio recordings, and telephone data. Researches requests and responds within legal deadlines and procedures.
3. Responsible for coordination of all activities related to public education, outreach and volunteers.
4. Prepares reports and correspondence for the Judicial Services Director, Judge and Court Commissioner.
5. Prepares and authorizes jury and witness payment vouchers. Estimates payments for Department of Labor and Industries. Pays all court invoices.
6. Analyzes legislated changes to court forms, initiates changes and orders forms. Maintains database.
7. Maintains the CD recordings of all court hearings. Resolves all inaccuracies or problems. Responsible for training court staff. Responds to all requests for recordings.
8. Trains staff on telephone, computer databases and office equipment.

9. Manages the records filing and retrieval system for Municipal Court.
10. Acts as court resource for HRIS system. Prepares confidential Human Resources and union documents and correspondence.
11. Approves acquisition of supplies and office equipment. Gathers information for purchasing and maintenance decisions. Prepares vouchers and court purchase requisitions; reconciles court credit cards. Codes, verifies and maintains accurate records of expenditures.

ADDITIONAL WORK PERFORMED:

1. Works on special projects as assigned.
2. Represents department on various City committees or activities.
3. Performs related duties within the scope of the classification.

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 read a computer screen or typewritten page;
 - Frequently communicate verbally;
 - Lift and transport objects such as document storage boxes up to forty (40) pounds.

WORKING ENVIRONMENT:

Work is performed in an office setting with extensive work at a computer workstation. May include dealing with individuals who are angry or abusive over the telephone or in person.

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.
- College coursework in legal, records management and/or accounting areas desirable.
- A combination of experience and training that provides the applicant with the knowledge and skills to perform the essential functions of the job will be considered.

NECESSARY SPECIAL REQUIREMENTS:

- Access to privileged information contained in City and Court records requires candidates to pass a criminal history records check prior to hire.
- Must sign a confidentiality agreement with the State of Washington for access to databases.
- Must possess or acquire a valid Washington State driver's license and good driving record. A three-year driving abstract must be submitted prior to hire.

PREPARED BY: A. Beatty
L. Storck
01/08

REVIEWED BY: _____
Linda Storck, Director
Municipal Court

REVISED BY: L. Storck
12/12