



## CLERK OF THE SUPERIOR COURT

**Department:** Clerk's Office

**Job Class #:** 267000

**Pay Range:** Executive 12

**FLSA:** Exempt

**Represented:** No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

**GENERAL FUNCTION:** This is highly responsible administrative and supervisory professional-level work in the management and operation of the Office of the Pierce County Clerk of the Superior Court. The position serves as the administrative record keeper and financial officer for the Superior Court. Work is performed under the general administrative guidance of the County Executive and is reviewed through meetings, documents, reports or other means.

### **ESSENTIAL FUNCTIONS:**

- Responsible to independently plan, assign and carry out administrative programs, projects and services that comply with provisions of the Washington State Constitution and the Revised Codes of Washington.
- Manage, supervise and coordinate activities of a designated unit; determine work procedures, prepare work schedules and determine methods for expediting workflow.
- Manage the administrative operations of the Board of Equalization.
- Assign, review and approve the work of subordinate staff; investigate grievances involving subordinates and recommend resolution; recommend promotional and disciplinary actions; approve leave requests and overtime; provide adequate coverage during staff absences.
- Conduct performance evaluations and develop performance measures and standards.
- Ensure consistent interpretation and application of laws, rules, policies and procedures.
- Direct the management of all records of the Superior Court, including indexing, posting and filing of all court related documents.
- Direct the segregation, notification, recording, filing and indexing of court dockets and journals for probate, civil, domestic, adoption, paternity, mental illness and criminal actions; maintain the judgment (execution) dockets and indices for all monetary awards.
- Serve in the capacity of Director of the Superior Court Mandatory Arbitration Program with responsibility for the selection, appointment, notification and compensation of individuals for service as arbitrators in civil litigation matters.
- Must be personally present, or ensure the presence of a duly appointed deputy, at all open sessions of the Superior Court; ensure that minutes of court proceedings are written, bound and preserved and ensure that all court exhibits are marked, filed and safeguarded according to state statutes.
- Direct the collection and distribution of statutory fees and fines for litigations and the holding of moneys in trust as directed by court order.
- Ensure that trust funds are prudently invested for the benefit of the county and/or litigant, until final resolution of litigation.
- Ensure the proper receipting, disbursement, and accounting of all funds for child support, criminal and juvenile restitution. Maintain the bonds of elected county officials.
- Direct the performance of quasi-judicial duties, including the issuance of writs, orders, subpoenas, and related matters.

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**ESSENTIAL FUNCTIONS: (continued)**

- Supervise the preparation of juror lists, payrolls and court appeals.
- Direct the preservation and archiving of court records.
- Coordinate efforts with the Washington State Office of the Administrator for the Courts to meet the legal requirements of the Washington State Court of Appeals and Supreme Court.
- Review and authorize implementation of new systems.
- Conduct and attend educational seminars and training sessions with the Washington Association of County Officials, Washington State Association of County Clerks, Legal Secretaries Association and Tacoma-Pierce County BAR Association.
- Attend legislative sessions to testify regarding new legislation.
- Effectively persuade, inform, educate, train, solicit information, motivate and direct a wide variety of individuals or groups.
- Establish and maintain effective working relationships with County officials, employees and the general public.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours.
- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends, holidays and overtime.

**OTHER JOB FUNCTIONS**

- Perform other job functions as assigned.

**SUPERVISION RECEIVED AND EXERCISED:** Work is performed under general administrative guidance of the County Executive and is assigned in terms of broad general objectives within the resources available. Work is reviewed for fulfillment of objectives and quality of service provided, for compliance with governing laws and regulations, adherence to budget, and support and furtherance of Department goals. The Clerk of the Superior Court is responsible for direct supervision of personnel, including subordinate supervisors.

**WORK ENVIRONMENT:** The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. The Clerk of the Superior Court typically works in an office environment on a daily basis. Incumbents may be required to work at a desk or other work station for prolonged periods; constant attention to detail is required. Ability to concentrate with frequent interruptions and general office noise is required.

**PHYSICAL REQUIREMENTS:** The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing and hearing. Walking, sitting, bending/stooping, pushing/pulling and minimal unassisted lifting associated with the job duties is required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:**

- Policies and practices applicable to operation of a court administrative office.
- Municipal government administration.
- Principles and practices of public administration, organization and employee supervision.
- General office practices and procedures.

**Skill in:**

- Use of independent judgment and effective decision-making in the application of a wide variety of laws, policies and procedures and in effective problem-solving.

**Ability to:**

- Plan, assign and coordinate the activities of numerous office support functions.
- Supervise the development, revision and maintenance of complex records management systems and coordinate the preparation of periodic reports from such systems.
- Establish and maintain effective working relations with other departments' management, subordinates, public and private officials and the general public.
- Identify and assess problems in light of policy and RCW's and make sound procedural recommendations for their resolution.
- Develop and implement administrative procedures and evaluate their effectiveness and efficiency.
- Exercise sound independent judgment in the application and interpretation of departmental policies and procedures, and laws applicable to court administration.
- Effectively plan, assign, evaluate, and supervise professional, technical and administrative staff.
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position, if any.
- Physically perform the essential job functions of the classification.

**MINIMUM REQUIREMENTS TO APPLY:** Graduation from a four-year college or university with a minimum of a Bachelor's degree in business administration or records management, plus extensive knowledge of governmental records management and fee collection and disbursement, and the ability meet all requirements imposed by RCW Chapter 36.23 is required. Related experience may substitute for the educational requirements on a year-for-year basis. A master's degree or equivalent experience in one of these fields is preferred.

**SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS:** A valid Washington State driver's license may be required when travel is required of the position.