

## **CHELAN COUNTY CLERK**

### **Legal Clerk**

**Nonexempt; Full Time; Monday – Friday**

**Salary Range:** \$31,080 to \$43,728 plus benefits.

The incumbent performs complex court clerk, courtroom, docketing, counter, jury and other duties in the Clerk's Office to assist judges, commissioners, prosecutors, attorneys, the public and other persons/agencies, and contribute to the smooth, efficient continuity of day-to-day activities. Specific duties may include courtroom clerk responsibilities, scheduling and calendaring, docketing, scanning, working with public at the counter, jury, as well as liaison with attorneys, probation officers, law enforcement personnel, or other persons. Receives criminal, civil, domestic, probate, adoption, paternity and juvenile filings and records courtroom proceedings. Accepts applications for issuance of passports, verifying citizenship and proof of identity, signatures etc. Receive and receipt fees and charges for business handled by Clerk's Office. Fill in or provide backup duties for persons in other job positions and for all clerk's office work stations as needed. Effectively plan and organize work and complete tasks within prescribed timeframes. Work is performed in a stressful, fast-paced office or courtroom environment. Requires clear speaking and adequate hearing sufficient to communicate effectively and respond appropriately both in-person and on the telephone.

**EDUCATION & EXPERIENCE:** Two years progressively responsible clerical experience which includes personal computer data entry and working with the public; or any equivalent combination of experience and education which provides the applicant with the desired skills, knowledge and ability required to perform the work. Related education may be substituted for up to six months of the required experience.

To apply, submit a cover letter, a completed Chelan County Employment Application form, **and** a resume, postmarked by 5:00 p.m. on February 27, 2012 to Chelan County Clerk, 350 Orondo Avenue, P.O. Box 3025 Wenatchee, WA 98807-3025. (509) 667-6380. Application and job description available at [http://www.co.chelan.wa.us/scc/scc\\_main.htm](http://www.co.chelan.wa.us/scc/scc_main.htm)

**Applications from persons within the Courthouse bargaining unit must be received by 5:00 p.m. on February 27, 2012.**

Chelan County is committed to providing equal employment opportunity for all employees and applicants for employment on the basis of merit without regard to age, sex, marital status, race, creed, color, national origin, sexual orientation, or the presence of any sensory, mental, or physical disability, or the use of a trained guide dog or service animal or any other basis prohibited by local, state or federal laws.