

JOB TITLE: Judgment Clerk
EMPLOYEE:
VRC: Kyle Pletz

DOT #: 216.382-022
CLAIM #



KING COUNTY ON SITE JOB ANALYSIS

JOB TITLE Judgment Clerk

JOB CLASSIFICATION Fiscal Specialist II

DOT TITLE Budget Clerk

DOT NUMBER 216.382-022

DEPARTMENT Judicial Administration

DIVISION Finance and Information Services

OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE 4

JOB STATUS

Full Time, Career Service.

ADDRESS OF WORKSITE

516 Third Avenue
Seattle, WA 98104

CONTACT'S NAME David Smith, Judgments and Audit Services Supervisor

CONTACT'S PHONE 206-296-7872

DATE COMPLETED 10/24/02

VRC NAME Jeff Casem

DATE REVISED 5/29/09

WORK HOURS

8:00am to 4:30 pm, Monday through Friday.

OVERTIME

Required on a Rare occasion as directed by the supervisor in order to meet the commitments to the court in a timely manner.

Fair Labor Standards Act, Non-Exempt (hourly).

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JOB DESCRIPTION

This position interacts heavily with varying levels of the public, members of the Bar, Court, law enforcement and other government agencies and works in a high activity environment. Main responsibilities include but are not limited to performing production typing and data entry with extreme accuracy into a mainframe computer system and imaging system, processing large volume of legal documents, processing Criminal Orders pertaining to release/commitment of defendants, entering Civil money judgments and providing customer service. On occasion the employee performs alternate duties including cashiering and/or court clerk duties as well as helping other sections in order to meet department deadlines.

ESSENTIAL ABILITIES FOR ALL KING COUNTY JOB CLASSIFICATIONS

1. Ability to demonstrate predictable, reliable, and timely attendance.
2. Ability to follow written and verbal directions and to complete assigned tasks on schedule.
3. Ability to read, write & communicate in English and understand basic math.
4. Ability to learn from directions, observations, and mistakes, and apply procedures using good judgment.
5. Ability to work independently or part of a team; ability to interact appropriately with others.
6. Ability to work with supervision, receiving instructions/feedback, coaching/counseling and/or action/discipline.

JOB SPECIFIC REQUIREMENTS

Minimum 2 years experience in complex, high volume data entry, with attention to detail. 2 years high volume customer service experience with a diverse clientele. Intermediate skills in Microsoft Windows, demonstrated ability to deal effectively with difficult customers and proven ability to handle multiple tasks simultaneously with extreme accuracy, while establishing priorities. Must be able to maintain regular and punctual attendance, with some overtime requirements. Must have demonstrated successful experience of work under pressure and tight deadlines as well as demonstrated knowledge of specialized legal terminology. No felony convictions in the last 7 years.

ESSENTIAL FUNCTIONS Listed in order of importance

1. Provides specialized and/or technical information that requires moderate interpretation of established policies, procedures and guidelines to internal and/or external customers. May have to deal with sensitive and/or potentially volatile situations.
2. Compiles data that may require information searches through files, contracts, records, microfilm, or computer files, including spreadsheets and/or customized database applications.
3. Performs basic numerical calculations.

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4. Establishes, maintains, modifies, retrieves and tracks financial, accounting and/or fiscal information using a variety of methods.
5. Enters, obtains and/or verifies financial, accounting and/or fiscal information following established clearly defined methods and guidelines.
6. Provides technical assistance to customers with regard to appropriate and applicable codes, policies, regulations, contracts and laws.
7. Composes, drafts, types and/or word processes, proofreads and edits documents, contracts and/or correspondence.
8. Processes mailings and documents that may require attaching related correspondence or information; selects mail to handle personally where the response requires specialized knowledge of the assigned function; identifies priority and/or time-sensitive matters; and maintains security and confidentiality.
9. Modifies and updates assigned work procedures.
10. Performs production typing and data entry with extreme accuracy into a mainframe computer system and imaging system.
11. Processes large volume of legal documents pursuant to R.C.W's, court rules and department procedures.
12. Processes Criminal Orders pertaining to release/commitment of defendants.
13. Enters data concerning all types of Civil money judgments into a mainframe computer database.
14. Answers questions from the public regarding Judgments.
15. Works in a team setting, including helping other sections in order to meet department deadlines.
16. Performs other Clerk's functions as ordered by the Court or DJA management.
17. Performs back-up cashier and/or court clerk duties.

TOOLS, MACHINES, EQUIPMENT, PRODUCTS, AND SERVICES USED

Computer (including mouse), telephone, fax machine, copy machine, rubber stamps, embosser, pen/pencil, stapler, automatic file stamper, manual file stamper, electric stapler, cash register, check and document encoder, staple puller, postal scale, 10 key, documents and files.

PHYSICAL DEMANDS AS JOB IS TYPICALLY PERFORMED

Continuously = occurs 66-100% of the time

Frequently = occurs 33-66% of the time

Occasionally = occurs 1-33% of the time

Rare = may occur less than 1% of the time

Never = does not ever occur (such demands are not listed)

This job is classified as

Sedentary

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Standing

Occasionally on flat marble, linoleum and carpeted surfaces for up to 15 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs while utilizing the copy machine and conversing with customers. On a rare occasion the incumbent performs cashiering duties which include standing for up to 2 hours at a time for up to 6 hours total in a shift.

Walking

Occasionally on flat marble, linoleum and carpeted surfaces for distances of up to 500 feet at a time for up to 4 minutes at a time and up to 1 hour total in a work shift. Most commonly occurs while walking between the workstation, front desk and copy machine. Walking might increase when performing back up cashiering duties.

Sitting

Continuously on an office chair for up to 3 hours at a time for up to 7 hours total in a work shift. Most commonly occurs while performing computer duties, answering the telephone and reviewing documents.

Bending/Stooping

Rare on flat linoleum and carpeted surfaces for up to 2 minutes at a time for up to 15 minutes total in a work shift. Most commonly occurs while adding paper to the copy machine, removing jammed paper from the copy machine, changing toner cartridges, removing and placing files in file drawers, placing and removing items in sorting bins and opening/closing desk drawers. The employee may be able to alternate bending/stooping with kneeling or crouching.

Kneeling

Rare on flat linoleum and carpeted surfaces for up to 30 seconds at a time for up to 3 minutes total in a work shift. Most commonly occurs while adding paper to the copy machine, removing and placing files in file drawers, placing and removing items in sorting bins and opening/closing desk drawers. The employee may be able to alternate kneeling with bending/stooping or crouching.

Crouching

Rare on flat linoleum and carpeted surfaces for up to 30 seconds at a time for up to 3 minutes total in a work shift. Most commonly occurs while adding paper to the copy machine, removing and placing files in file drawers, placing and removing items in sorting bins and opening/closing desk drawers. The employee may be able to alternate crouching with bending/stooping or kneeling.

Reaching above shoulder height

Rare on flat linoleum and carpeted surfaces for up to 30 seconds at a time for up to 3 minutes total in a work shift. Most commonly occurs while removing and placing files in upper file drawers and sorting bins.

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Reaching at waist to shoulder height

Continuously for up to 3 hours at a time for up to 7 hours total in a work shift while typing, writing, manipulating files and documents, using the computer mouse and performing cashiering duties.

Reaching at knee to waist height

Rare for up to 30 seconds at a time for up to 3 minutes total in a work shift. Most commonly occurs while adding paper to the copy machine, removing and placing files in file drawers, placing and removing items in sorting bins and opening/closing desk drawers.

Reaching at floor to knee height

Rare on flat linoleum and carpeted surfaces for up to 2 minutes at a time for up to 15 minutes total in a work shift. Most commonly occurs while adding paper to the copy machine, removing jammed paper from the copy machine, changing toner cartridges, removing and placing files in file drawers, placing and removing items in sorting bins and opening/closing desk drawers.

Lifting 1-10 pounds

Occasionally for up to 2 minutes at a time for up to 10 minutes total in a work shift. Most commonly occurs with weights of 3-6 pounds while manipulating a ream of paper, files and documents.

Carrying 1-10- pounds

Occasionally for distances of up to 500 feet for up to 4 minutes at a time for up to 25 minutes total in a work shift. Most commonly occurs with weights of 3-5 pounds while transporting files and documents between the workstation, copy machine, file cabinets, mailroom and front desk.

Pushing and Pulling

Rare for up to 3 seconds at a time with a force of 3 pounds for up to 3 minutes total in a work shift while moving files and using the embosser as well as opening and closing drawers and doors. Pushing and pulling might increase when performing backup cashiering duties due to the increase of documents that need to be sealed.

Handling

Occasionally for up to 10 minutes at a time for up to 1.5 hours total in a work shift while manipulating files, telephone receiver, ream of paper and embosser.

Operating Controls with Hands

Occasionally for up to 5 minutes at a time for up to 2.5 hours total in a work shift while using the computer mouse.

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Fingering

Continuously for up to 2 hours at a time for up to 6 hours total in a work shift while keyboarding, using a computer mouse, writing, stamping, cashiering and manipulating documents.

Talking

Occasionally for up to 5 minutes at a time for up to 1.5 hours total in a work shift while providing customer service, conversing with co-workers and superiors, talking on the telephone and conducting cashiering transactions.

Hearing

Occasionally for up to 5 minutes at a time for up to 1.5 hours total in a work shift while providing customer service, conversing with co-workers and superiors, talking on the telephone and conducting cashiering transactions.

Near acuity—clarity of vision at 20 inches or less

Continuously for up to 3 hours at a time for up to 7 hours total in a work shift while reviewing documents and performing computer duties.

TEMPERAMENTS

Directing, controlling, or planning activities of others: Rare
Performing repetitive or short-cycle work: Continuously
Performing a variety of duties: Occasionally
Working effectively under stress: Occasionally
Working under specific instructions: Occasionally
Working with others: Continuously
Making judgments and decisions: Frequently

ENVIRONMENTAL FACTORS

Work is performed in an office setting close proximity from other workers and cubicles. The worker is also exposed to the general public including persons with poor hygiene. The noise level is quiet. Copy machine, automatic file stamper, adding machine, irate customers, check and document coder, and telephone ringers are the loudest noises in the office.

Workers are exposed to

Odors: Occasionally

POTENTIAL MODIFICATIONS TO JOB

Ergonomic workstation complete with an adjustable chair with lumbar support for increased comfort while sitting for an extended duration.

Utility cart to avoid carrying.

Ergonomic keyboard, mouse/trackball and pen to help reduce wrist and finger fatigue.

Alternate tasks to reduce static positions.

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Signature & title of evaluator

Date

Signature & title of contact

Date

Signature & title of employee

Date

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HEALTH CARE PROVIDER SECTION

Check all that apply

☐ The employee is released to perform the described duties without restrictions on performance or work hours.

☐ The employee is released to perform the described duties on a reduced schedule. The recommended schedule is:

☐ Temporary until _____ ☐ Permanent as of _____

☐ The employee is released to perform the described job with the following modifications:

☐ Temporary until _____ ☐ Permanent as of _____

☐ The employee is not released to perform the described duties due to the following job functions:

☐ Temporary until _____ ☐ Permanent effective _____

☐ The employee is unable to work in any capacity.
A release to work is: ☐ anticipated by _____ ☐ Not expected

The limitations are due to the following objective medical findings:

Printed or typed name and phone number of Health Care Provider

Signature of Health Care Provider

Date