



**Disability Services**  
**Safety and Claims Management**  
Department of Executive Services  
Human Resources Management Division  
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## JOB ANALYSIS

Job Title:	District Court Clerk	DOT Title:	Court Clerk
SVP:	6	DOT #:	243.362.010
Location of Analysis:	601 Southwest 149 <sup>th</sup> Street Burien, WA 98166	Name of Employee:	
Analyst:	Kyle Pletz, VRC, CDMS	JA Source:	Cheryl Conn
Presenting VRC:		Employer Contact:	Damita Beleford
Date Analysis Completed:	4/3/13	Supervisor Contact Information	Phone: 206-477-2035 E-mail: demita.beleford@kingcounty.gov

On-Site     Interview     Representative

### JOB DUTIES:

#### Essential Functions according to the employer:

All King County jobs require ability/essential function to:

- Demonstrate predictable, reliable, and timely attendance.
- Follow written and verbal directions to complete assigned tasks on schedule.
- Read, write, and communicate in English & understand basic math.
- Learn from directions, observations, and mistakes and apply procedures using good judgment.
- Work independently or as part of a team and interact appropriately with others.

This is a technical position which provides clerical support for the operation of the court. King County District Court Clerks work under the direction of the Division Director. King County District Court Clerks are hired by the Division Director and work under the direction of the Director and/or their designee. Although the District Court Clerk has an immediate supervisor (Court Manager), the clerk is accountable to all Court Managers and Judges.

1. Provides clerical support for the operation of the court.
2. Provides customer service interaction to the public, both on the telephone and in person.
3. Maintains court files, prepare warrants, subpoenas, calendars and enters all cases filed into the computer.
4. Records courtroom proceedings, and perform other clerical duties as required.
5. Plans, organizes and coordinates assigned tasks to coincide with others in the division and/or department.
6. Handles inquiries from the general public, attorneys, police and other agencies both orally and in writing.
7. Processes criminal, traffic, civil, small claims, e-tickets, petitions for domestic violence, name changes and anti-harassment orders from filing to final disposition.
8. Performs document preparation for scanning.
9. Scans and indexes documents.
10. Performs accounting functions to process payments of court fines and bail.
11. Records and receipts payments according to established court procedures.



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Claim # (if applicable):

12. Enters, updates, retrieves, prepares and processes court related documents using the court computer system (DISCIS).
13. Schedules cases, notifies necessary parties and prepares court calendars using approved forms.
14. Coordinates courtroom proceedings.
15. Records all hearings, maintains court dockets, charts and maintains exhibits and processes orders of the court.
16. Performs special projects and assignments as developed and required by supervisor(s).

**EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:**

The employee occupying the position of District Court Clerk must be able to learn all functions within a Division including: criminal, traffic, civil, small claims, domestic violence, name changes, anti-harassment, accounting and data entry. This position may be located in any one of the King County District Court courthouse locations. This is a public service position that requires effective interaction with the public, both on the telephone and in person. This position requires knowledge of legal terminology, documents and procedures in addition to general clerical competence. Must possess excellent human relations skills. Must have the ability to maintain poise and composure under pressure and recognize this as a public service position; effectively work in a culturally diverse environment; work independently to plan, organize and coordinate assigned tasks to coincide with others in the division and/or department; operate multi-line telephone; effectively communicate a wide variety of information relating to inquiries from the general public, attorneys, police and other agencies both orally and in writing; process criminal, traffic, civil, small claims, petitions for domestic violence, name changes and anti-harassment orders from filing to final disposition; accurately and completely enter, update, retrieve, prepare and process court related documents using the court computer system (DISCIS), accurately schedule cases, notify necessary parties and prepare court calendars using approved forms; effectively coordinate courtroom proceedings; operate microcomputers such as IBM PC and compatibles or menu drive computer systems. Must possess knowledge of accounting functions to process payments of court fines and bail. Must possess a High School Diploma/GED and two years clerical experience. Must successfully pass the pre-employment keyboarding test which requires typing 40wpm.

**Machines, Tools, Special Equipment, Personal Protective Equipment Used:**

Computer, scanner, phone, fax machine, copy machine, rubber stamps, gloves, pen, pencil, paper cutter, receipt printer, cash register/point of sale, stapler, staple remover, mail opening machine, multifunction printer, SCOMIS database, DISCIS database, Electronic Court Records, Microsoft Office, intranet, document holder, files, forms and documents.

**PHYSICAL REQUIREMENTS**

Frequency Scale	Strength	Work Pattern	
<b>N</b> = Never	<input checked="" type="checkbox"/> Sedentary	<input checked="" type="checkbox"/> Full-time	
<b>S</b> = Seldom (1-10 %, up to 48 min)	<input type="checkbox"/> Light	<input type="checkbox"/> Part-time	
<b>O</b> = Occasional (11-33%, 48 min. – 2 hr 25 min)	<input type="checkbox"/> Medium	<input type="checkbox"/> Seasonal	
<b>F</b> = Frequent (34-66%, 2 hr 26 min – 5 hr 35 min)	<input type="checkbox"/> Heavy	8	Hours Per Day
<b>C</b> = Constant (67-100%, more than 5 hr 35 min)	<input type="checkbox"/> Very Heavy	5	Days Per Week

This is classified as a SENDENTARY job by the US Department of Labor.



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PHYSICAL DEMANDS	FREQUENCY						ACTIVITY DESCRIPTION
	% Time	N	S	O	F	C	
Sitting	80					X	On an office chair for up to 1.5 hrs./time for up to 6.5 hours total in a work shift. Most commonly occurs while performing computer duties, talking on the telephone, filing, scanning, indexing, opening mail and performing document preparation for scanning.
Standing	15			X			Up to 30-45 min/time for up to 1 hr. total while using the paper cutter, fax machine, multifunction printer, letter opener, postage machine, scanner, open citation bins and copy machine. The employee can alternate between sitting and standing while scanning.
Walking	5		X				On flat carpet and tile/linoleum surfaces for up to 250' for up to 2 min/time for up to 45 min total while traversing between workstation, courts, judges' offices and the front counter.

<b>Lifting</b> floor – waist	<b>N</b>	<b>S</b>	<b>O</b>	<b>F</b>	<b>C</b>	10 lbs.	Up to 1min/time for up to 5 min with weights of 1-10 pounds while manipulating thick files, documents and reams of paper.
		X					
<b>Lifting</b> waist–shoulder	<b>N</b>	<b>S</b>	<b>O</b>	<b>F</b>	<b>C</b>	10 lbs.	Up to 1min/ time for up to 5 min with weights of 1-10 pounds while manipulating files, documents, calendars, coffee pot and reams of paper.
		X					
<b>Lifting</b> above shoulder	<b>N</b>	<b>S</b>	<b>O</b>	<b>F</b>	<b>C</b>	10 lbs.	Up to 1min/ time for up to 5 min with weights of 1-10 pounds while manipulating files, documents, calendars and reams of paper.
		X					
<b>Carry</b> (Dist.)	<b>N</b>	<b>S</b>	<b>O</b>	<b>F</b>	<b>C</b>	lbs.	For distances of up to 150' for up to 1 min/time for up to 5 min total while transporting thick files, calendars, documents and reams of paper.
		X					
<b>Pushing/ Pulling</b>	<b>N</b>	<b>S</b>	<b>O</b>	<b>F</b>	<b>C</b>	Minimal	Up to 5 sec/time for up to 5 min total while opening and closing doors and drawers.
		X				1-10 lbs. force	

	N	S	O	F	C	
Climbing		X				On a step stool to heights of 1-3 feet for up to 10sec/time for up to 2 min total while using a step stool to reach upper shelves as well as climbing a flight of stairs.
Balancing		X				On wet tile/linoleum in the entryway of the building.



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	N	S	O	F	C	
Stooping / Bending		X				Up to 1min./time for up to 10 min total while utilizing low drawers and shelves. Can alternate with kneeling.
Twisting*		X				Reaching for items at the front desk
Squatting / Kneeling		X				Up to 1min./time for up to 10 min total while utilizing low drawers and shelves. Can alternate with bending.
Crawling	X					
Foot Controls	X					
<b>Reaching</b> (Level)	Forward				X	Up to 1.5 hrs./time for up to 6.5 hrs. total while performing computer duties, talking on the telephone, filing, scanning, indexing, opening mail and performing document preparation.
	Below Waist		X			Up to 5 min./time for up to 45min. total while filing, obtaining supplies, utilizing drawers and low shelves
	Above Shoulder		X			Up to 1 min/time for up to 10 min. total while obtaining files and forms on upper shelves, utilizing overhead bins and exchanging materials with persons at the front counter.
Handle/Grasp		X				Up to 5 min./time for up to 45 min. total while manipulating large files, stapler, hole punch, paper cutter, stamps and mail.
Fine Finger Manipulation					X	Up to 2 hrs./time for up to 6.5 hrs. total while typing (up to 6 hrs. in a shift), writing (up to 2 hrs. in a shift) and manipulating documents (up to 2 hrs. in a shift). Individual amounts of typing, writing and manipulating may vary from day to day.
Hand Controls			X			Up to 5 min/ time for up to 1.5 hrs. total while operating the computer mouse.
Repetitive Motion				X		Body part:      fingers      Cycles/hr.
Vibratory Tasks						
Talking					X	Up to 10 min/time for up to 6.5 hrs. total while conversing with supervisors and co-workers as well as when providing customer service at the front counter or over the phone.
Hearing					X	Up to 2 hrs./time for up to 6.5 hrs. total while conversing with supervisors and co-workers as well as when providing customer service at the front counter or over the phone.

Visual:

Uses computer monitor and documents throughout the entire day.



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ENVIRONMENTAL CONDITIONS	FREQUENCY						ENVIRONMENTAL CONDITIONS	FREQUENCY				
	N	S	O	F	C			N	S	O	F	C
Exposure to Weather		X					Noise Intensity	X				
Extreme Cold	X						Atmospheric Conditions			X		
Extreme Hot	X						Exposed Heights	X				
Wet and / or Humidity	X						Exposure to Electricity	X				
Proximity to Moving Mechanical Parts	X						Exposure to Toxic / Caustic Chemicals	X				
Exposure to Explosives		X					Exposure to Radiation	X				

Other: Explosives references court evidence such as firearms or ammunition. Atmospheric conditions references paper dust within the office.

**Analyst's Comments:**

Employee interacts with members of the general public which may include persons with poor personal hygiene or individuals that are volatile, angry or upset.

**Possible Employer Modifications:**

Workpace software to help monitor repetitive computer activities and provide ergonomic micro-pauses.

**Note:** The information for this job analysis was gathered by either on-site observation, interview and / or is representative of the labor market as indicated on page one. Additional data may have been obtained from standardized industry resources such as the DOT, GOE, COJ, OOH, WOIS and O-NET. On occasion, practicality and feasibility prevent the direct observation and/or gathering of objective, quantifiable data. For this reason, a "best estimate" may have been used.

**Analyst:**

**Presenting VRC signature:**

\_\_\_\_\_  
Vocational Consultant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vocational Consultant

\_\_\_\_\_  
Date

**Employer Verification:**

**Employee Verification:** (optional)

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date



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**MEDICAL PROVIDER:**

I agree that the employee can perform the physical activities described in this job analysis and can return to work.

State date employee is released to return to work if different from today's date \_\_\_\_\_

I agree the employee can perform the described job but only with modifications (describe in comments section). Modifications are needed on a permanent  or temporary  basis.

The employee **temporarily** cannot perform this job based on the following physical limitations:

**Anticipated release date:** \_\_\_\_\_

**Treatment plan:** \_\_\_\_\_

The employee is **permanently** restricted from performing the physical activities described in this job analysis based on the following physical limitations (state objective medical findings):

**Comments:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

- Attending Physician       Consulting Physician       Pain Program Physician
- IME Physican               PCE Therapist               OT / PT Therapist
- PEP Physician