

The City of Beaverton is Hiring:

# Court Clerk (Part-Time)

Finance Department

**Application Deadline: October 17, 2016, at 4:30 p.m. PDT**

## THE POSITION

A Court Clerk performs a variety of responsible administrative support activities in the Beaverton Municipal Court, which handles traffic crimes and other misdemeanors, traffic violations and other violations, city code misdemeanors and violations, and parking violations. The Court operates in a paper-on-demand environment with extensive use of personal computers and scanning equipment.

This position will have daily contact with the public and incarcerated individuals.

**This position is 24 hours a week.**



## THE IDEAL CANDIDATE

### *Minimum Qualifications*

- High school diploma or GED
- Two years of experience in an office setting
- Other combinations of education and experience which provides the applicant with the knowledge, skills and abilities required to perform the job may be considered
- Valid driver's license and the ability to meet city driving standards
- Ability to obtain Law Enforcement Data System (LEDS) certification within 60 days of employment
- Ability to pass background check, reference check, and drug screen

### *Preferred Qualifications*

- Cashier experience including money handling and credit card processing
- Court experience
- Bilingual

## RESPONSIBILITIES

### *Essential Functions of the Job*

- Process court related transactions
- Constant interaction with the public at the counter
- Answer a large volume of phone calls promptly
- Explain court procedures
- Monitor traffic and criminal payment accounts
- Receipt fines and fees
- Scan and index legal documents
- Run driving records and criminal histories in the Law Enforcement Data System
- Support and respect diversity in the workplace
- Other duties as assigned

Apply at [BeavertonOregon.gov/jobs](http://BeavertonOregon.gov/jobs) or at

City of Beaverton Human Resources Department

12725 SW Millikan Way

Beaverton, OR 97005

COMPENSATION

**Salary Range:** \$17.66—\$23.66 per hour

Starting salary will be determined depending on relevant work experience. The city pays the full retirement contribution to PERS; provides employees with an opportunity to participate in a deferred compensation retirement plan; tuition reimbursement program available; public service loan forgiveness program; and offers excellent health, dental, vision and life insurance coverage. This is a regular 0.6 FTE position, as such benefits are prorated. In addition to hourly wage, 4% bilingual pay may be available.



ABOUT BEAVERTON

Beaverton prides itself on being The Best of Oregon. The city is growing and thriving but still has a small town heart and strong sense of community. Beaverton is the sixth largest city in Oregon and was recently named one of the 50 best places to live in America by Money magazine. It is a diverse community of approximately 95,000 people where one-in-three residents are a person of color and 99 different languages are spoken in our schools.



The City of Beaverton is known as an organization that values public service. Our nationally recognized community vision is our beacon. Residents continually give the city high marks, with 71 percent saying things are headed in the right direction. The city's economic base is strong. The city has consistently been ranked as one of the safest in the Pacific Northwest. Beaverton is known for its quality neighborhoods, parks and schools. There are a full range of housing choices, with new exciting urban housing developments underway in our downtown.

*Qualifying veterans and disabled veterans may obtain preference by submitting as verification of eligibility a copy of the Certificate of Release or Discharge from Active Duty (DD Form 214 or 215) or a letter from the US Department of Veterans Affairs indicating receipt of a non-service connected pension. Disabled veterans must also submit a copy of their veteran's disability preference letter from the Department of Veterans Affairs, unless the information is included in the DD Form 214 or 215. Veterans' preference documentation must be submitted with your application.*

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