



EXHIBITS CLERK

Department: Clerk
Job Class: 866300
Pay Range: General 31

FLSA: Non-exempt
Represented: Yes

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

GENERAL FUNCTION: The Exhibits Clerk is responsible for a variety of tasks relating to the storage and safekeeping of exhibits during and after court proceedings.

ESSENTIAL FUNCTIONS:

- Retrieve, process, identify, record, store, secure and insure the safekeeping of exhibits according to established procedures.
- Preserve the chain of custody upon receipt of exhibits into the department until released.
- Maintain high-level of confidentiality and sensitivity as it relates to the position.
- Drive to various locations and work sites county-wide to pick-up or deliver exhibits.
- Research exhibits in the computer to determine their status in the judicial system.
- Inventory exhibits as they are initially placed into the room and if they are moved.
- Dispose of or purge exhibits no longer needed through actual destruction, melting, burning or auctioning of items.
- Testify in court, as requested, regarding the chain of custody from receipt until admitted into court.
- Interact with the general public to independently answer questions and resolve concerns regarding exhibits.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- May be required to lift or carry items up to 50 pounds unassisted and 100 pounds with assistance.
- 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 supervision with the employee expected to plan and assign work independently after objectives, priorities and deadlines have been defined. Work is reviewed in progress and upon completion by the administrative supervisor for thoroughness, timeliness and compliance with regulations, policies and procedures.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. The Exhibits Clerk works in an enclosed, windowless environment on a daily basis. Travel to various work sites and/or storage locations may be required. Work is generally completed on a regularly scheduled basis, however, attendance at meetings or completion of overtime work outside of normal scheduled hours may be required. Extended periods of concentration and sedentary work are required. Work is subject to frequent interruptions and normal office noise.

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Classification Description – Pierce County

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PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the position. Physical activities required include: finger dexterity to operate equipment used in the position; talking, seeing, and hearing; and walking, sitting, bending/stooping, pushing/pulling and lifting associated with the classification duties. Ability to travel to attend meetings away from regular work site may be required. Must be able to lift up to 50 pounds unassisted and 100 pounds with assistance. The Exhibits Clerk may be exposed to bio-hazardous materials, noxious odors and chemical agents.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Basic file room and inventory control principles/practices.
- Business English grammar, usage and spelling.
- Personal computers, related computer software and peripheral equipment.
- Standard safety procedures.
- Legal terminology, legal and regulatory requirements, techniques and content of documents and records as required by the position.
- Applicable federal and state laws, local policies and procedures with respect to court exhibits and proceedings.

Ability to:

- Schedule work projects to ensure timely completion.
- Effectively interact with people of all ages and from all social, cultural, ethnic and economic backgrounds.
- Testify during court proceedings and maintain professional demeanor.
- Ensure confidentiality of transactions.
- Learn and apply detailed information, processes and protocols.
- Represent Pierce County to the public in a professional manner.
- Operate as an effective member of a service oriented team.
- Establish and maintain effective working relationships with staff, inmates, other agencies and the public.
- Operate office equipment and personal computers associated with the position, including specific computer programs related to the position.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- 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.

MINIMUM REQUIREMENTS TO APPLY: High School diploma or equivalent and a minimum of one year progressive, responsible experience as a legal assistant, legal secretary or related legal support staff including experience in records management is required. Coursework through an accredited vocational school, college or university in the field of legal support work or related area which clearly indicates the ability to perform the essential functions of the position may substitute for the recruiting requirements.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: Ability to successfully complete a Pierce County background investigation prior to employment is required. A valid Washington State driver's license is required.