

## Court, Municipal and License Clerk

**Beginning salary:**  
**\$31,700**

**Median annual earnings:**  
**\$60,800**

**Current employment in the DC metro area:**  
**26,760**

**Predicted growth:**  
**3%, approximately 800 new jobs**

### Occupation Description

Clerks perform secretarial duties in courts of law and government agencies. They may prepare cases to be called, find information for judges and the court, prepare schedules for city council, answer mail, keep records, administer tests, or collect fees. This career has a short career path with one possible promotion, to Chief Clerk.

### General Knowledge, Skills and Abilities Required for Success on the Job

- Clerical
- Computer Software
- Customer and Personal Service
- Reading
- Writing
- Information Organization

### Education and Training Needed

- Most Common Educational/Training Level: Short-term on-the-job training
- Related Instructional Programs: General Office Occupations and Clerical Services

### Training Providers

#### [Arch Training Center](#)

1231 Good Hope Rd., SE  
Washington, DC 20020  
Phone: (202) 889-5000

ARCH offers basic, intermediate and advanced computer training to youth and adults, ages 18-44, at no cost. Morning and afternoon classes are available. The facility is handicapped- and public transportation-accessible. The Center also offers resume and interview coaching and job placement assistance. Class registration takes place every Tuesday.

---

Similar training programs and career advising specifically for welfare recipients are available at:

#### [Arch Jobs](#)

3230 Penn Ave, SE Suite 240  
Washington, DC 20020  
Phone: (202) 575-1700

---

### Byte Back

815 Monroe St., NE (and other sites throughout the city)  
Washington, DC 20017  
Phone: (202) 529-3395

Byte Back offers 4- to 8-week computer training sessions at multiple sites throughout the city. Morning, afternoon, evening and weekend classes are available. Most programs are free or low-cost. Handicapped accessibility varies among partner sites. Resume and interview coaching are also available. Training registration takes place Monday through Friday, 10 a.m.-5 p.m.

---

### Carlos Rosario International Career Center

1100 Harvard St., NW  
Washington, DC 20009  
Phone: (202) 797-4700

**A+ Technology Certificate Program** (plus Computer Literacy and Workplace Computers)  
Carlos Rosario offers an A+ Technology Certificate Program and more basic classes in Computer Literacy and Workplace Computers. Day and evening classes are available. All computer classes are in English. Job developers are available on site to provide one-on-one advising and workshops that advise on resume and cover letter writing. Carlos Rosario is a WIA Training Vendor, so the government may pay for all or part of this training. The Center is handicapped- and public transportation-accessible. Registration for the fall semester takes place in August and for the spring semester in January.

---

### Latin American Youth Center

Education Enhancement Division  
1419 Columbia Road, NW  
Washington, DC 20009  
Phone: (202) 319-2280

### Computer Literacy Program

The Technology Learning Center of LAYC offers free computer classes for youth and adults. The main goal of the Computer Literacy Program is to prepare youth and adults to use computers and the Internet effectively both in their academic careers, jobs and later in life. Students learn advanced technologies and work in an environment that simulates a work situation. Classes are taught in English and Spanish. The site is handicapped- and public transportation-accessible.

For more information on computer training classes call 1-866-READ-OUT (732-3688) or visit the [Read Out Loud](#) website.