

# Cascade County

## Vacancy Announcement

<b>Position: Justice Court Clerk</b>	<b>Closing Date: Open Until Filled</b>
<b>County Department: Justice Court</b>	<b>Dept. Admin.: Judge Steven Fagenstrom &amp; Judge Mary Jolley</b>
<b>Type of Position: Full-time</b>	<b>Salary: \$11.50 per hour Must join Teamsters Union</b>
<b>Applications available at Cascade County Human Resources Department, <a href="http://www.cascadecountymt.gov">www.cascadecountymt.gov</a> or Job Service. All application materials must be turned in to the Cascade County Human Resources Department and date stamped by 5:00 p.m. on the closing date.</b>	

### POSITION DESCRIPTION

The Justice Court Clerk processes criminal, traffic, civil, small claims and orders of protections filed in Justice Court; performs other related duties as assigned.

### ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

Enters data from cases filed in Justice Court into Full Court system; prepares files for each case; processes fees and balances cash bag daily; prepares documents independently; schedules hearings; manages deadlines for the filing of documents; manages docket to ensure timely dismissal of inactive cases; prepares record on appeal, collect undertaking and transmit record on appeal; reviews documents; reviews and updates civil, criminal, and traffic documents and case management policies; maintains docket of all court action and all documents filed in Full Court system; maintains physical files; responds appropriately to inquiries from the public and other agencies, both by telephone and in person; assists the public and takes fees at reception desk; maintains effective communication with co-workers and judges and personnel from other agencies; adheres to standards of confidentiality.

**Knowledge and understanding of:** General office procedures; English usage, spelling, grammar, and punctuation; court procedures and legal terminology; bookkeeping and record keeping practices; Microsoft Office software (Word, Excel, Outlook) Internet and E-Mail.

**Skills in:** Typing; data entry; personal computer; filing; telephone etiquette; and operation of various office equipment.

**Ability to:** File, create tracking databases, enter data, use of office machines such as label makers, printers, copy and fax machines; use of cash register to include accurate counting of money, balancing and making change; attention to detail; analyze, assemble, and compile accurate information from various databases; adhere to standards of confidentiality; communicate effectively orally and in writing; follow verbal and written instructions; establish effective working relationships with fellow employees, supervisors, and the public; maintain concentration during frequent interruptions; observe work hours; demonstrate punctuality; work collaboratively with management and co-workers; observe established lines of authority; identify problems that adversely affect the organization and its functions and offer suggestions for improvements; follow verbal and written instructions; establish effective working relationships with fellow employees, supervisors, and the public; work independently with minimal supervision; handle difficult individuals and stressful situations; and work with many different cultures respecting their heritage and traditions.

### EDUCATION AND EXPERIENCE

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience.

- Office, secretarial or administrative office support experience and computer experience preferred.
- Each applicant is required to provide a completed Cascade County Employment Application.

***The successful applicant must serve a 6-month probation period, must join Teamsters Union, and may have a criminal background check conducted. The results thereof may disqualify the applicant from consideration for employment with the county.***

**Notice to Applicants:** Applicants who are claiming Veteran's or Handicap Preference **must** provide a DD-214 Discharge Document (Part 4) or DPHHS Handicap Certification **and** Employment Preference Form with their application for employment so Cascade County may apply the preference during the selection process.

**Cascade County makes reasonable accommodations for any known disability that may interfere with the applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For Cascade County to consider such arrangements, the applicants must make known any needed accommodations.**

**CASCADE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**