

Cascade County

Job Vacancy Announcement

Position: Deputy Civil File Clerk	Closing Date: Open Until Filled
County Department: Clerk of Court	Dept. Admin.: Faye McWilliams
Type of Position: Full-Time	Salary: \$12.50 per hour. Must join Teamster's Union.
Applications available at Cascade County Human Resources Department, www.cascadecountymt.gov 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.	

DESCRIPTION OF POSITION

The Deputy Civil File Clerk performs clerical and secretarial duties in a legal unit. Opens new probate and civil cases, processes a variety of civil and probate documents and other files that require careful review of documentation for completeness and errors, issues summons and subpoenas and citations, acts as Court Clerk for the uncontested court calendar, processes data, types documents, answers telephones, assists customers, collects filing fees, accurately handles cash and creates receipts, lifts and carries heavy docket books and files, assists with the processes of mail when needed, fills in for and assists other clerks as needed by following office policies and procedures and performs other related duties as required or assigned. The Deputy Civil File Clerk opens new probate cases and processes a variety of civil and probate documents and files. The nature of the work performed requires the skills and abilities to adapt to several different working styles and the exercise of independent judgment while maintaining professional and effective working relationships with the Officers of the Court and the public.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

Processes a variety of civil and probate documents, opens new civil and probate cases, performs all counter duties to assist the public and Officers of the Court, issues summons, subpoenas and citations, acts as Court Clerk for the uncontested court calendar, processes data and types documents, answers telephones and assists customers, collects filing fees, accurately handles cash and creates receipts, lifts and carries heavy docket books and files, assists with the processes of mail when needed, fills in for and assists other clerks as needed by following office policies and procedures, performs other duties as required or assigned.

Knowledge and understanding of: Appellate and legal terms, phraseology and forms, sources for checking legal statutes, state statutes regarding jury selection process, court procedures, proper grammar, spelling and punctuation, general office procedures, telephone etiquette.

Skills in: Organization and coordination, customer service, accurate cash handling, data entry, Word, Excel, word processing, internet, Open Court, computer systems and software, telephone etiquette, records management, time management.

Ability to: Proficiently operate a computer to complete required job duties, understand the application of laws, policies and procedures with regard to appellate and court matters, interact with the public or other employees in a professional, respectful and courteous manner, interact with and assist distraught, emotional and upset individuals, practice good public relations and display sound judgment and decision-making skills within established policies and procedures in stressful situations, deal with conflict in a professional and appropriate manner, resolve interpersonal conflict in a straightforward and timely manner and set priorities, communicate in a professional and effective manner with others, both orally and in writing, multi-task, follow verbal and written instructions, review, read and comprehend written material, work with attention to detail and accuracy, be bondable and have authority to administer oaths, lift heavy dockets, files and exhibits, maintain strict standards of confidentiality, work in a legal environment according to all professional standards of ethics, legal procedures and decorum, work independently and as a team member with minimal supervision, observe work hours and demonstrate punctuality, perform other duties as required or assigned.

EDUCATION AND EXPERIENCE

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience. At a minimum, all applicants must have:

Education/Experience/Training:

- High School Diploma, GED or HSE required.
- Two (2) years of general office experience required **and** one (1) year legal experience preferred.

Certifications:

- Must be bondable.
- Valid Driver's License issued by the State of Montana or the ability to obtain within 30 days from date of hire.

The successful Applicant must serve a 6-month probationary period, join Teamsters Local #2 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 should provide a DD-214 Discharge Document or DPHHS Handicap Certification with their application for employment so that 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