

Cascade County

Job Vacancy Announcement

Position: Deputy Civil Court Clerk - Jury	Closing Date: Open Until Filled
County Department: Clerk of Court	Dept. Admin.: Tina Henry
Type of Position: Full-Time, Permanent	Salary: \$13.40 per hour Must join Teamsters 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.	

POSITION DESCRIPTION

The Deputy Civil Court Clerk – Jury (Clerk) performs clerical and secretarial duties in a legal unit, follows the policies and procedures of the District Court Judges in the courtroom, chambers and the office, attends civil court hearings, to include the Uncontested Calendar, keeps records of attorneys and all participants and motions made to the court, types minutes of proceedings, enters computer data, distributes orders and notices, swears in witnesses and administers oaths, handles and secures exhibits, processes and submits court orders to Judges for approval, impanels a master jury panel, summons prospective jurors for jury duty, processes payment of jurors, validates parking, opens new probate and civil cases, processes a variety of civil and probate documents and other files, issues summons, subpoenas and citations, assists customers, collects filings fees, maintains files and creates receipts, assists with and processes mail, fills in for and assists other deputies in the office as needed and performs other related duties as required or assigned.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

The Clerk impanels a master jury panel, impanels and summons a jury as needed for District Court trials, performs clerical and secretarial duties, assists in ensuring the smooth and organized proceedings in the courtroom by assisting the Judges and court officials, processes payment of jurors, validates parking, attends civil court hearings, to include the Uncontested Calendar, keeps record of all court proceedings, to include names of attorneys and participants and motions made to the court, adheres to and maintains strict standards of confidentiality with regard to sensitive and confidential information and documents, enters computer data, swears in witnesses and administers all oaths, prepares minutes for hearings for approval by the District Court Judges, handles, takes custody of and secures exhibits from court hearings, processes and submits orders to Judges for approval, distributes motions, orders and notices, lifts and carries heavy docket books and files, performs counter duties waiting on the general public and Officers of the Court, replies to inquiries from the general public, judges, court officials and lawyers, collects filing fees, accurately handles cash and creates receipts, opens new civil and probate cases, processes a variety of civil and probate documents and other files, issues summons, subpoenas and citations, assists with and processes mail, retrieves old court documents from storage, fills in for and assists other Clerks as needed, performs other duties as required or assigned.

Knowledge and understanding of: Appellate and legal terms, phraseology and forms, state statutes regarding jury selection process, records management, scanning and filing procedures, confidentiality standards and practices, court procedures, sources for checking legal statutes, general office procedures, County and departmental policies, rules, procedures and functions, proper grammar, spelling and punctuation, Microsoft Office Suite software including Word and Excel, professional phone and customer service etiquette.

Skills in: Public speaking in Open Court, customer service, accurate bookkeeping, accounting, cash handling and records management, organization and time management, typing, data entry and word processing, accuracy and attention to detail.

Ability to: Attend court hearings and take minutes, 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, adhere to and 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 is typically acquired through a combination of education and experience. At a minimum, all qualified 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 shall serve a 6-month probationary period, join the 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