

Cascade County

Vacancy Announcement

Position: Justice Court Clerk	Closing Date: Open Until Filled
County Department: Justice Court	Dept. Admin.: Judge Steven Fagenstrom & Judge Mary Jolley
Type of Position: Full-time	Salary: \$12.50 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 Justice Court Clerk processes criminal, traffic, civil, small claims and orders of protections filed in Justice Court. Performs duties requiring strong organizational skills, attention to detail, accuracy and timeliness in a fast-paced work environment and must be able to organize, schedule, coordinate, work independently while maintaining a high level of confidentiality with many sensitive topics and perform other related duties as required or assigned.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

The Justice Court Clerk enters data from cases filed in Justice Court into Full Court system, prepares files for each case and maintains physical files, 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, responds appropriately and promptly to inquiries from the public and other agencies, both by telephone and in person, assists the public and processes fees at reception desk, maintains effective communication with co-workers, Judges and personnel from other agencies, adheres to strict standards of confidentiality.

Knowledge and understanding of: General office procedures, proper grammar, spelling and punctuation, court procedures and legal terminology, bookkeeping and record keeping practices, Microsoft Office, Word, Excel, Outlook, internet and e-mail.

Skills in: Typing, data entry and word processing, filing, telephone etiquette, operating various office equipment.

Ability to: File, create tracking databases, enter data, use of office machines such as label makers, printers, copy and fax machines, proficiently operate a computer to complete required job duties, use cash register to include accurate counting of money, balancing and making change, work with attention to detail and accuracy, analyze, assemble and compile accurate information from various databases, review, read and comprehend written material, communicate in a professional and effective manner with others, both orally and in writing, follow verbal and written instructions, multi-task and maintain concentration during frequent interruptions, observe work hours and demonstrate punctuality, observe established lines of authority, identify problems that adversely affect the organization and its functions and offer positive suggestions for improvements, 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, 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, work with many different cultures respecting their heritage and traditions, maintain strict standards of confidentiality, 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.
- Office, secretarial or administrative office support experience and computer experience preferred.

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