

Cascade County

Job Vacancy Announcement

Position: Records 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 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 Records Clerk position requires accurate filing of documents and files to ensure ready access, strict confidentiality of records and information, daily scanning of court documents, assistance with Marriage License applications, Youth in Need of Care filings and court hearings, assistance to the Civil and Criminal Records Clerks in the office as needed and will perform other related duties as required or assigned

JOB REQUIREMENTS

The Records Clerk maintains court documents and files, performs daily scanning of court documents, assists Civil and Criminal Records Clerks, assists with Marriage License applications and assists with Youth in Need of Care filings and court hearings. The nature of the work performed requires that an employee demonstrate independent judgment and maintain professional and effective working relationships with the Officers of the Court and the public.

Knowledge and understanding of: Records management and filing procedures, scanning procedures, general office procedures, sources for checking legal statutes regarding records retention, Microsoft Office Suite software including Word and Excel, professional phone etiquette.

Skills in: Proficiently operate a computer to complete required job duties, typing, data entry and word processing, accuracy and attention to detail, records management, time management.

Ability to: 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, perform job duties with minimal supervision, 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, observe work hours and demonstrate punctuality and 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 applicants must have:

Education/Experience/Training:

- High School Diploma, GED or HSE required.
- One (1) year of experience in general office procedures required.
- One (1) year of legal experience and terminology preferred.

Certifications:

- 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, must 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