

Cascade County

Job Vacancy Announcement

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| Position: Deputy Civil File/Jury Clerk- Departments A&B | Closing Date: Open Until Filled |
| County Department: Clerk of Court | Dept. Admin.: Faye McWilliams |
| Type of Position: Full-Time, Permanent | Salary: \$10.50 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 Deputy Civil File/Jury Clerk-Departments A&B performs clerical and secretarial duties in a legal unit; follows the policies and procedures of the office; communicates orally and in writing; performs general office duties such as filing, typing, data processing and answering phones and questions; must lift heavy docket books and carry heavy files; needs to understand and comply with state statutes regarding the jury selection process; responsible for impaneling a master jury panel and summoning prospective jurors for jury duty and processing payment of jurors in Departments A&B; processes all civil and probate documents and files, requiring careful review of documentation for completeness and errors; required to work the counter/assist clientele, collect fees, handle cash and write receipts, write jury parking validation, issue summons and subpoenas, open new cases, process mail, fill in for and assists others in the office as needed and perform other related duties as assigned.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

Impanels a master jury panel; impanels and summons a jury as needed for district court trials for Departments A&B; processes all civil and probate documents; opens new civil and probate cases; performs all counter duties waiting on the public and officers of the court; issues summons, subpoenas, citations;

Knowledge and understanding of: Legal terms and phraseology and legal forms; business English; office procedures; sources for checking legal statutes: Microsoft Office Suite software including Word, Excel; state statutes regarding jury selection process; phone etiquette.

Skills in: Operate computer systems and software; work with difficult people; typing, word processing; records management; time management.

Ability to: Work effectively with the public; pay attention to detail and accuracy; interpret and apply laws, policies and procedures; evaluate situations and make good decisions; deal with stress; communicate effectively orally and in writing; perform job duties with minimal supervision; lift heavy dockets, files and exhibits; maintain strict standards of confidentiality; be bondable and have authority to administer oaths; work in a legal environment according to all professional standards of ethics, legal procedure and decorum; work with a team.

EDUCATION AND EXPERIENCE

The above is typically acquired through a combination of education and experience. At a minimum, all qualified applicants must have two (2) years' general office experience; one (1) year legal experience preferred.

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