

# Cascade County

## Job Vacancy Announcement

<b>Position: Deputy Court Clerk - Dept. C</b>	<b>Closing Date: January 15, 2014</b>
<b>County Department: Clerk of Court</b>	<b>Dept. Admin.: Faye McWilliams</b>
<b>Type of Position: Full-time Permanent</b>	<b>Salary: \$10.35 per hour Must join Teamsters Union</b>
<b>Applications available at Cascade County Human Resources Department, <a href="http://www.cascadecountymt.gov">www.cascadecountymt.gov</a> 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.</b>	

### DESCRIPTION POSITION

Performs clerical and secretarial duties in a legal unit; follows the policies and procedures of the District Court Judges in the courtroom, in chambers, and in the office; attends each term or session thereof; attends all court hearings and trials; keeps record of all who are present and who they represent, and motions made to the court; types minutes of proceedings; computer data entry; distributes necessary orders and notices; swears in witnesses, takes charge of exhibits; processes and submits to Judge for approval and secretary for court order; maintains criminal files for Department C; files legal documents; waits on counter issuing receipts collecting filing fees, and handling cash; issues summons, subpoenas and citations; all counter duties require careful review of documentation for completeness and errors; fills in for and assists Youth Court Clerk and others in the office as needed, and performs other related duties as required.

### JOB REQUIREMENTS

**Knowledge and understanding of:** Legal terms and phraseology, legal forms and documents, business English, court and office procedures; sources for checking legal statues.

**Skills in:** Records and time management, Microsoft Office Suite, Full Court, Vision Net and customer service.

**Ability to:** Pay attention to detail and accuracy of written material; speak in front of a courtroom; interpret and apply laws, policies and procedures; evaluate situations and make good decisions; deal with stress; lift heavy docket books and exhibits; communicate effectively orally and in writing; maintain strict standards of confidentiality; follow verbal and written instructions; have authority to administer oaths and be bondable; establish effective working relationships with fellow employees, supervisors, and the public; sit for long periods of time; work occasional odd hours; work in a legal environment.

### EDUCATION AND EXPERIENCE

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience. A minimum of 2 years general office experience and 1 year legal experience preferred.

*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 **must** provide a DD-214 Discharge Document 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.