

# Cascade County

## Job Vacancy Announcement

<b>Position:</b> Deputy Civil File/Jury Clerk - Dept. C-D	<b>Closing Date:</b> Open Until filled
<b>County Department:</b> Clerk of Court	<b>Dept. Admin.:</b> Faye McWilliams
<b>Type of Position:</b> Full-Time, Permanent	<b>Salary:</b> \$10.35 per hour Must join Teamsters Union
<b>Apply To:</b> Cascade County Human Resource Dept. or Job Service	

### Description of Position

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 for Dept C & D. Process all civil and probate documents, requiring careful review of documentation for completeness and errors. Required to wait on counter, collect fees, handle cash and write receipts, write jury parking validation slips, issue summons and subpoenas, fill in for and assists others in the office as needed and perform other related duties as required.

### Job Requirements

#### **Knowledge:**

This position requires knowledge of: legal terms and phraseology, legal forms and documents, business English, court procedures and office procedures; sources for checking legal statutes; proper phone etiquette, and State statutes regarding jury selection process.

#### **Skills:**

This position requires skills in typing, data entry and word processing, time management, records management, organizational skills, Microsoft Office Suite, and Full Court and customer service.

#### **Abilities:**

This position requires the ability to: pay attention to detail and accuracy of written material; interpret and apply laws, policies and procedures; evaluate situations and make good decisions; deal with stress, lift heavy docket books, 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 public; work in a legal environment according to all professional standards of ethics, legal procedure and decorum, keep accurate and updated records and files; work with minimal supervision; make independent judgments; exhibit patience; manage stress; deal with difficult people; and be bondable.

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 is preferred.

**Notice to Applicants:** Applicants who are claiming Veteran's or Handicap Preference should provide a DD-214 Discharge Document or DPHHS Handicap Certification with their application for employment so that Cascade County may apply the preference during the selection process.

The successful applicant must join Teamsters' Union Local No. 2 and serve a 6 month probationary period and may have a criminal background check conducted. The results thereof may disqualify the applicant from consideration for employment with the County.

**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.***