

Cascade County

Job 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: \$10.35 per hour Must join Teamsters Union Local No. 2
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 cases to include criminal, traffic, civil, small claims, and orders of protection court docket is maintained on computer and the position requires a great deal of accurate data entry; processing legal documents and providing information to the public; ability to deal tactfully and appropriately with the public as well as other agencies, including members of the public who may be difficult and under great stress; maintains files and schedules on the court calendar; handles money, processes mail, answers telephone, assists the public, balances daily cash; assists other clerks and performs general office work and other duties as assigned and/or required.

JOB REQUIREMENTS

Knowledge and understanding of: General office procedures; English usage, spelling, grammar, and punctuation; court procedures and legal terminology; bookkeeping and record keeping practices; Microsoft Office software (Word, Excel, Outlook) Internet and E-Mail.

Skills in: Typing; data entry; personal computer; filing; telephone etiquette; and operation of various office equipment.

Ability to: File, create tracking databases, enter data, use of office machines such as label makers, printers, copy and fax machines; use of cash register to include accurate counting of money, balancing and making change; attention to detail; analyze, assemble, and compile accurate information from various databases; adhere to standards of confidentiality; communicate effectively orally and in writing; follow verbal and written instructions; establish effective working relationships with fellow employees, supervisors, and the public; maintain concentration during frequent interruptions; observe work hours; demonstrate punctuality; work collaboratively with management and co-workers; observe established lines of authority; identify problems that adversely affect the organization and its functions and offer suggestions for improvements; follow verbal and written instructions; establish effective working relationships with fellow employees, supervisors, and the public; work independently with minimal supervision; handle difficult individuals and stressful situations; and work with many different cultures respecting their heritage and traditions.

EDUCATION AND EXPERIENCE

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience with office, secretarial or administrative office support; legal and computer experience preferred.

The successful applicant must serve a 6 month probation period 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.