

Cascade County

Job Vacancy Announcement

Position: Discovery Clerk	Closing Date: July 26, 2012
County Department: Cascade County Attorney	Dept. Admin.: John W. Parker
Type of Position: Full-Time	Salary: \$10.35 per hour Must join Teamsters Union
Applications available at Cascade County Human Resource 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.	

DESCRIPTION OF POSITION

In accordance with policies and procedures established by the Cascade County Attorney, primarily manages all case files for discovery to defense counsel and unrepresented criminal defendants. Keeps a log of all incoming discoverable documents, reports, photographs, and electronic media and identifies the same when released for discovery. Also performs filing and maintains file cabinets in an orderly fashion and closes out old files. Functions as the primary back-up receptionist, greets the public in the office and by answering the phone and directing calls to the appropriate party. Is responsible for twice daily "mail-run" duties; copies and distributes paperwork to support staff and attorneys. Provides information and assistance to the public and other agencies. Performs general data entry and information retrieval from computer databases. Performs related duties as required.

JOB REQUIREMENTS

Knowledge, Skills, and Abilities: This position requires a combination of knowledge, skills and abilities as more specifically described below:

Knowledge: This position requires knowledge of general office practice (preferably law office), familiarity with court procedure, rules of discovery, legal terminology, and legal documents.

Equipment Skills: This position requires use of various office equipment including a multi-line telephone, fax machine, copier, printer, computer, and occasionally a manual typewriter.

Software Skills: This position requires experience with word processing (preferably Microsoft Office Word) and Microsoft Outlook. Knowledge of Excel is beneficial.

Ability: This position requires the ability to type at least 25wpm (no errors); multi-task; be well organized; maintain a professional disposition; focus and concentrate in a stressful environment with heavy workloads and strict timelines; work independently and self-directed; maintain strict confidentiality; communicate effectively orally and in writing; follow verbal and written instructions; possess good interpersonal skills and establish effective working relationships with law enforcement, fellow employees, supervisors, the public and defense counsel; use proper sentence structure, punctuation, grammar and spelling; proof reading; accuracy; and attention to detail, filing and heavy filing – including transporting 20lb file boxes up and/or down stairs as needed; punctuality and regular job attendance.

The foregoing knowledge, skills and abilities are typically acquired through a combination of education and experience. At a minimum, all qualified applicants must have a high school diploma or GED.

A letter of introduction, resume and typing test are required to be submitted with a Cascade County application to be considered a valid application.

The successful Applicant shall serve a 6 month probationary period and must join the Teamsters Local #2 Union. The successful Applicant 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 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.

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.