



CASCADE COUNTY

Job Vacancy Announcement

Submit all application materials to:
Cascade County Human Resources Department
325 2nd Ave N #108
Great Falls, MT 59401

Applications available at the Cascade County Human Resources Dept., www.cascadecountymt.gov or Job Service.

Position: **Justice of the Peace**
Schedule: **Full-time**
Department: **Justice Court**

Salary: **\$68,530.48 Yearly**
Closing Date: **July 26, 2021**

Department Administrator: **Board of County Commissioners**

This job posting is for an anticipated vacancy of a Justice of the Peace position, starting on September 1, 2021. The successful candidate will be appointed by the Board of County Commissioners to serve out the remainder of the current term until the person elected during the next general election in November 2022 is certified pursuant to Section 13-15-406, Montana Code Annotated (MCA). The qualifications and duties for this position are located in the MCA Title 3, Chapter 10, along with other relevant statutes.

MCA 7-4-2201. General qualifications for county office. A person is not eligible for a county office who at the time of election is not:

- (1) of the voting age required by the Montana Constitution;
- (2) a citizen of the state; and
- (3) (a) an elector of the county in which the duties of the office are to be exercised; or
(b) in the case of an office consolidated between two or more counties, an elector in one of the counties in which the duties of the office are to be exercised.

MCA 3-10-204. Residence Requirements. (1) A justice of the peace must reside in the county in which the justice's court is held.

(2) A person is not eligible for the office of justice of the peace unless the person is a citizen of the United States and has been a resident of the county in which the person is to serve for 1 year preceding election or appointment.

Applications Requirements: To be considered, interested applicants must submit the following by this announcement's closing date listed above:

- Cascade County Employment Application
- Letter of Interest
- Resume
- Writing Sample
- Copy of Driver's License

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 **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