



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 Court Clerk**
Schedule: **Full-time with Benefits**
Department: **Justice Court**

Salary: **\$17.20 per hour**
Closing Date: **Open Until Filled**

At a minimum, all qualified applicants must have:

Education/Experience/Training:

- High School Diploma, GED or HSE required.
- Office, secretarial or administrative office support experience and computer experience preferred.

JOB SUMMARY

The Justice Court Clerk performs a variety of clerical, secretarial and administrative duties in a legal environment, adheres to the policies and procedures of the Justices of the Peace in the courtroom, chambers and office, processes criminal, traffic, civil, small claims and orders of protection cases filed in Justice Court, enters computer data, distributes orders and notices, processes and maintains court files and a variety of other documents, issues summons, subpoenas and citations, assists customers, collects court fees and payments and creates receipts, assists with and processes mail, fills in for and assists other Clerks in the office as needed and performs other related duties as required or assigned.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

Enters data from cases filed in Justice Court into the Full Court System; Processes and distributes incoming and outgoing mail; Prepares files for each case and maintains physical files; Processes fees and balances cash bag daily; Prepares documents independently; Schedules hearings and other court required appearances; Manages deadlines for the filing of documents; Manages docket to ensure timely dismissal of inactive cases when a dismissal request is filed by a party; Prepares record on appeal, collect undertaking and transmit record on appeal; Reviews documents, tracking and distributes the documents correctly; Reviews and updates civil, criminal and traffic documents and case management policies; Maintains docket of all court action and all documents filed in the Full Court system; Prepares, enters, manages and works directly with Jury pools; Responds professionally, appropriately and promptly to inquiries from the public and other agencies, both by telephone and in person; Issues summons, subpoenas and citations; Fills in for and assists other Clerks as needed; Assists the public and processes fees at reception desk; Maintains effective communication with co-workers, Judges and personnel from other agencies; Adheres to and complies with strict standards of confidentiality; Performs other related duties as required or assigned.

Knowledge and understanding of:

General office procedures; Proper grammar, spelling and punctuation; Court procedures and legal terminology; Bookkeeping and record keeping practices; Microsoft Office, Word, Excel, Outlook, internet and e-mail. Confidentiality standards and practices; County and departmental policies, rules, procedures and functions; Professional phone and customer service etiquette.

Skills in:

Typing, data entry and word processing; Operating various office equipment; Professional phone and customer service etiquette; Accurate filing, bookkeeping, accounting, cash handling and records management; Organization and time management; Accuracy and attention to detail.

Ability to:

File, create tracking databases, enter data, use of office machines such as label makers, printers, copy and fax machines; Proficiently operate a computer to complete required job duties; Use a cash register to include accurate counting of money, balancing and making change; Work with attention to detail and accuracy; Analyze, assemble and compile accurate information from various databases; Review, read and comprehend written material; Communicate in a professional and effective manner with others, both orally and in writing; Follow verbal and written instructions; Multi-task and maintain concentration during frequent interruptions; Observe work hours and demonstrate punctuality; Observe established lines of authority; Identify problems that adversely affect the organization and its functions and offer positive suggestions for improvements; Interact with the public or other employees in a professional, respectful and courteous manner; Interact and assist distraught, emotional and upset individuals; Practice good public relations and display sound judgment and decision-making skills within established policies and procedures in stressful situations; Deal with conflict in a professional and appropriate manner, resolve interpersonal conflict in a straightforward and timely manner and set priorities; Work in a legal environment according to all professional standards of ethics, legal procedures

and decorum; Work independently and as a team member with minimal supervision; Work with many different cultures respecting their heritage and traditions; Maintain strict standards of confidentiality; Perform other duties as required or assigned.

The successful applicant shall 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.

This position is covered by and subject to the Collective Bargaining Agreement by and between Teamsters Local Union #2 and the Cascade County Office and Clerical Employees.

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