



# FLATHEAD COUNTY, MONTANA

## Position Vacancy Announcement

POSITION: JUSTICE COURT CLERK DATE OPENED: 11/20/2017

DEPARTMENT: JUSTICE COURT CLOSING DATE: 12/08/2017

If you have any questions about this position vacancy, call: (406) 758 - 5647.

NUMBER OF POSITIONS OPEN: 1

BARGAINING UNIT: Non Union

FULL TIME

REGULAR  
(YEAR ROUND POSITION)

IF APPLICABLE:

TRAINING WAGE: \$ \_\_\_\_\_ per \_\_\_\_\_

PART TIME

SEASONAL

STARTING WAGE: \$ 16.66 per Hour

SALARY AT:

1 YEAR STEP: \$ 17.32 per Hour

2 YEAR STEP: \$ 18.02 per Hour

3 YEAR STEP: \$ 18.38 per Hour

TEMPORARY

VISIT [https://flathead.mt.gov/human\\_resources/downloads.php](https://flathead.mt.gov/human_resources/downloads.php) FOR BENEFIT INFORMATION.

SEE ATTACHED JOB DESCRIPTION. Additional information:

APPLY FOR THIS POSITION AT FLATHEAD COUNTY'S WEBSITE:

[https://flathead.mt.gov/human\\_resources/apply/](https://flathead.mt.gov/human_resources/apply/)

ALL COMPLETED APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY THROUGH FLATHEAD COUNTY'S WEBSITE BY 5:00 PM ON THE CLOSING DATE. Paper, faxed or email applications will not be accepted.

Flathead County's pre-employment process includes reference checks and criminal history checks. A record of criminal conviction will not necessarily bar you from employment. Depending on the position, the pre-employment process may also include skill testing and drug/alcohol testing.

FLATHEAD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Flathead County is an equal opportunity employer. Flathead County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

This job description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change.

<b>Job Title:</b> Justice Court Clerk	<b>Job Code:</b> 12470
<b>Department:</b> County Justice Court	<b>Pay Grade:</b> Stnd 22
<b>Reports to:</b> Office Administrator	<b>FLSA Status:</b> <input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt

**Department Overview:** The mission of the Flathead County Justice Court is to provide the citizens of the County an open, fair, efficient, and independent judiciary for the advancement of justice under the law as prescribed by Montana Statute.

**Job Summary:** This position serves as a clerk of the Justices' Court providing substantial direct public service both in and out of the courtroom, requiring superior customer service skill and a great deal of diplomacy and tact under stressful conditions. The clerk also serves as administrative and clerical support staff for the judges of the court. The duties of the position are governed by Montana law, office policy and procedures, and require a working understanding of basic case management, courtroom procedure, and the rules of civil procedure applicable to the court. In addition to the teamwork required in-office, this position requires very specific responsibilities to the judges, parties, and attorneys involved in litigation. The position demands a high level of accuracy, efficiency, the ability to work independently, and complete trustworthiness in handling confidential material. A working knowledge of Microsoft Word and the ability to operate other personal computer software applications in use by the court is mandatory. The ability to prepare written documents and enter data in an accurate and timely manner is critical to the operation of the court and an essential function of the clerk.

**Essential Functions (Major Duties or Responsibilities):** *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

- Open and close case files, docket pleadings, accurately create and manage database of litigants and their addresses, create, modify and manage judgment rolls. Schedule matters for hearing, create and print court calendars, maintain case files, check cases against programs to insure records are accurate and complete. Work with other governmental law enforcement agencies in the preparation of court appearance rosters.
- Schedule and coordinate court proceedings including pre-trial conferences and civil trials in accordance with statutory guidelines. Track all cases for defendant compliance and implement procedures for defendants who violate sentence conditions. Attend hearings and clerk in the courtroom for the judge. Operate video arraignment equipment, maintain court calendar, schedule Omnibus, show cause, eviction, and other hearings. Schedule jury, bench, and civil trials.

- Provide professional, courteous customer service to the citizens of the County by greeting and assisting the public in a professional manner that reflects the proper respect and impartiality of the judicial system. Provide proper legal forms and accurate instructions to the public. Maintain strict confidentiality of information. Keep informed of legislative changes necessary to assist the public.
- Complete with accuracy and efficiency the administrative functions of the office to implement County legal processes in accordance with state laws. These duties include processing and distributing court documents to various agencies such as; law enforcement agencies, attorneys, detention centers, counseling agencies, the Motor Vehicle Division, the public defender's office, the County attorney's office, the treasurer's office, and ensuring that conviction information is transferred to appropriate agencies.
- Conduct necessary research via computer, indexes, files, and dockets, to maintain a list of qualified jurors, juror attendance, and related forms to ensure that the Justice Court is prepared to handle case loads. Prepare documents, orders and correspondence for the court as required by law or by the judge and transfer appeals to District Court within the time period allowed.
- Process all monetary transactions efficiently in accordance with established court guidelines. This includes but is not limited to; collecting and processing all monies received through fines, fees, bonds, and restitution; disbursing funds for restitution and bonds; and preparing daily bank deposits.

**Non-Essential Functions:**

- Attend workshops, seminars, and educational sessions to keep updated on clerk of court procedures, guidelines, and changes in the law.
- Perform other duties as assigned including managing special projects, attending meetings and conferences, providing backup for other staff, participating in training, etc.

**Physical Demands and Working Conditions:** *The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.*

- Intermittent periods of standing, sitting, and walking.
- Required to reach with hands or arms, stoop, kneel, crouch, and some light occasional lifting in the file storage area for research purposes.
- Working on a computer and communicating with others.
- Subject to frequent interruptions.
- Work in an office and court facility environment

**Supervision Exercised:**

This position does not regularly supervise other County employees.

**Knowledge, Skills, and Abilities:**

The job requires knowledge of office management systems; personal computers and word processing; filing and records maintenance procedures; bookkeeping and accounting procedures; court policies and procedures; and a working knowledge of legal terminology, court deadlines, and court documents.

The job requires skill in active listening, speaking so others can clearly understand information that is unfamiliar, reading comprehension, writing, typing a minimum of 45 words per minute, critical thinking, and time management.

The job requires the ability to maintain strict confidentiality, manage stress, multitask, and communicate effectively verbally and in writing.

**Education and Experience:**

The job requires education and experience equivalent to a high school diploma or GED and two (2) years of clerical work experience. Court or legal experience preferred.

Action	Date	Reference
Adopted	11/17/2014	Commissioners' Minutes