FLATHEAD COUNTY, MONTANA

Position Vacancy Announcement

POSITION: DEPUTY CLERK OF DISTRICT COURT DATE OPENED: Sept 29, 2016

DEPARTMENT: CLERK OF DISTRICT COURT CLOSING DATE: Oct. 19, 2016

If you have any questions about this position vacancy, call: (406) 758 - 5870 .

NUMBER OF POSITIONS OPEN: 1 BARGAINING UNIT: Non - Union

✓ FULL TIME ✓ REGULAR (YEAR ROUND POSITION)

___ PART TIME ___ SEASONAL

___ TEMPORARY

IF APPLICABLE:
TRAINING WAGE: $ 15.65 per Hour

STARTING WAGE: $ 16.45 per Hour

SALARY AT:
1 YEAR STEP: $ 17.10 per Hour
2 YEAR STEP: $ 17.79 per Hour
3 YEAR STEP: $ 18.14 per Hour

VISIT https://flathead.mt.gov/human_resources/downloads.php FOR BENEFIT INFORMATION.

TYPING TEST REQUIRED? NO ✓ YES _____ = _____ NET WORDS PER MINUTE

PLEASE NOTE: Any required typing or skills test must be completed before the position closing date and the certificate must be attached to your application. Certificates must have a completion date within 6 months of the date the application was submitted to the Flathead Job Service Workforce Center. Please contact the Flathead Job Service Workforce Center at (406) 758-6200 for information on how to complete the required test(s).

SEE ATTACHED JOB DESCRIPTION. Additional information:

ON THE JOB TRAINING will be provided. Previous experience with MS Word, Outlook and Excel required.

APPLICATION FORMS FOR THIS POSITION CAN BE OBTAINED AT:
Flathead Job Service Workforce Center
427 First Avenue East
Kalispell, MT 59901
OR ON FLATHEAD COUNTY'S WEBSITE:
http://flathead.mt.gov/human_resources/jobs.php

ALL COMPLETED APPLICATIONS MUST BE RETURNED TO THE FLATHEAD JOB SERVICE WORKFORCE CENTER BY 5:00 PM ON THE CLOSING DATE. Application packets can be delivered to the address above or emailed to kalispelljsc@mt.gov. Faxed applications will not be accepted.

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.

Job Title:	Deputy Clerk of District Court	**Job Code:** 12140	
Department:	Clerk of District Court	**Pay Grade:** Stnd 22	
Reports to:	Office Administrator	**FLSA Status:** ☒ **Non-Exempt**	☐ **Exempt**

Department Overview: The District Court is a court of general jurisdiction that handles criminal, civil, domestic relations, juvenile, probate, mental health, and water cases. The county District Court provides 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: The District Court Deputy Clerk is the official keeper of all District Court records for the County and is responsible for performing a multitude of considerably difficult, wide-ranging clerical duties with accuracy, timeliness and with respect to confidentiality. These records include Adoption, Civil, Criminal, Dependent Neglect, Domestic Relations, Guardianship, Juvenile, Paternity, Probate and Sanity cases. The Clerk also issues, files and records all county marriage license applications and licenses.

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

- Perform routine administrative work to ensure District Court operates with efficiency, accuracy, confidentiality and in accordance with standard operating procedures and laws. This includes answering phones, receiving the public, providing customer assistance, cashiering, performing data entry and word processing, bookkeeping, picking up mail, and processing outgoing mail.

- File and maintain all court and legal documents, papers, and related documentation appropriately in accordance with applicable statutes and procedures established by the judge. Assign case numbers to new cases (civil and criminal), maintain indexes, and keep register filings current. Transfer cases as directed and presents orders to the Judge. Certify documents as requested.

- Maintain court calendar and document all court hearings and trials. Maintain records for all District Court proceedings including adoption, civil, criminal, dependent neglect, domestic relations, guardianship, juvenile, paternity, probate, and sanity cases.

- Act as a custodian of District court documents, proceedings, and records by establishing and maintaining filing systems to ensure records and indexes are controlled according to legal guidelines. Provide ease of access to records for authorized interested parties and the public. Ensure proper security and confidentiality of all court documents and records. Photocopy and scan documents as necessary.

- Provide tactful and 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.

- Process all monetary transactions efficiently in accordance with established court guidelines. This includes but is not limited to; writing and properly filing receipts for filing fees, depositing collected fees and moneys, issuing receipts for marriage licenses, collecting and processing all monies received through fines, fees, bonds, and restitution; disbursing funds for restitution and bonds; recording payments on trust card and computer; and preparing daily bank deposits.

- Issue a wide variety of official court documents including but not limited to subpoenas, summonses, writs of execution, and notices per state statutes. Mail and/or distribute documents as directed. Assist pro se litigants when filing documents. Prepare and sign certain orders per state statutes. Send copies to appropriate parties and out-of-town judges.

- Perform searches of court records for criminal and civil requests to ensure accurate, up-to-date records are available for title companies, credit agencies, investigative agencies, and the general public to search as appropriate. Search court records for genealogy requests. Ensure all searches and file requests are paid for according to established fee-collecting procedures.

- Conduct necessary research via voter registration list, computer, databases, indexes, files, and dockets, to maintain a list of qualified jurors, juror attendance, and related forms to ensure that the District Court is prepared to handle case loads. Pull individual jury panels for the District Court Judges upon request.

- Perform all civil case administration duties including but not limited to; checking original documents for proper signatures and notarizations, filing all pleadings, placing court seal on proper court documents, issuing summons, docketing, and filing records and judgments, noting particular motions for Judges; ensure security of all court files and sending certified mailing when required to appropriate parties. Ensure confidentiality of juvenile, dependent neglect, insanity, and adoption cases. Send files to Supreme Court and other district courts when necessary. Tickle dates for annual accountings and reviews, determine if cases can be closed and determine if files need to be sealed.

- Perform all criminal case administration duties including but not limited to, distributing attorney reports, providing timely notifications to the Sheriff's Office criminal calendar, collecting bonds and issuing receipts, preparing sentence review packets, completing packets for the Driver Improvement Bureau, and sending court files to the Sentence Review Committee and Supreme Court when necessary.

- Maintain accurate records regarding child support by recording payments received on trust cards, in the database including updating address changes and distributing timely payments to appropriate entities. Issue child support withholding orders when required. Complete timely and accurate records and necessary forms for the Child Support Enforcement Division.

- Maintain the jury selection list for each jury trial and determine the numbers of jurors needed to ensure proceedings are lawful. Notify jury pool of possible impending service to the court and

follow-up as necessary. Maintain master file of juries listing who served for each trial. Prepare supplies for jurors and prepare jury room.

- Prepare documents, orders, and correspondence for the court as required by law or by the judge. Prepare and submit several monthly, quarterly, and yearly reports to other county, state, and federal agencies, as well as weekly and monthly financial reports for internal and external purposes.

- Mark exhibits and maintain an accurate list of exhibits for each case according to legal guidelines. Maintain a tickler system to return or destroy exhibits. Give oaths to parties testifying in court and to parties signing documents.

- Issue and file marriage licenses according to the law and established procedures. Distribute applications for passports to the public. Process applications as an acceptance agent for the Federal Passport Agency.

- Maintain records in statewide database (FullCourt) to ensure uniformity and ease of access to all district court personnel in Montana and the public too.

- May sit in on and take minutes of all court proceedings in the absence of the Clerk.

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 assisting in establishing office routines, 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.
- Occasionally required to climb or balance.
- Occasionally required to lift up to 50 pounds.
- Working on a computer and communicating with others.
- Subject to frequent interruptions.
- Work in an office and court facility environment with a moderate noise level.

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; county specific terms; rules laws and procedures; general

office, accounting, and bookkeeping; court policies and procedures; and a working knowledge of legal terminology, court deadlines, and court documents.

Knowledge of methods, materials, and principles used for District Court procedures is preferred.

The job requires skill in professional communication, active listening, speaking so others can clearly understand information that is unfamiliar, reading comprehension, writing, typing, critical thinking, and time management.

The job requires the ability to read and understand statutes, keep matters confidential, work as part of a team, follow written and oral instructions, work in an environment requiring heavy multi-tasking, work under pressure, and handle continual distractions, schedule changes and inquiries requiring immediate decisions.

Also required is the ability to establish and maintain effective working relationships with employees, other departments and the public necessary; reason logically, pay attention to detail and be familiar with tools and equipment including computer, printer, typewriter, fax, ten-key calculator, telephone, photocopier, and scanner.

Education and Experience:
The job requires education and experience equivalent to a high school diploma or GED and four (4) years of varied clerical work experience. Equivalencies include an associate's degree with coursework in law and two (2) years of related experience.

Experience working with political and governmental entities preferred.

Action	Date	Reference
Adopted	11/17/2014	Commissioners' Minutes
Revised	4/20/2015	Commissioners' Minutes
Revised	7/5/2016	Commissioners' Minutes