

Fallon County Job Description

Fallon County is committed to affirmative recruitment and diversity in employment opportunity. It is our policy to provide equal opportunity to all persons seeking or having access to employment, services and activities, without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law. Applicants with disabilities who need accommodation with the application or selection process should contact Human Resources.

Job Title: Justice Court Clerk	Department: Justice Court
Reports to: Justice of the Peace	Job Status: Part Time, Non-exempt
Location: Baker, Montana	Probationary Period: Six (6) months

Job Overview

This position performs a variety of clerical functions to support the office of the Justice of the Peace including greeting visitors, answering phones, responding to inquiries, court case processing, records management, and receipt of monies. Schedules and attends hearings and prepares court documents. Provides a high level of customer service to the public, attorneys, and other interested parties.

Essential Functions

Clerical - Greets visitors, answers phones, directs calls, and relays messages. Provides accurate and relevant information to attorneys and the general public using knowledge of court and office procedures. Receives statutory fees, fines, bonds and restitution, processes reimbursement checks. Prepares and reconciles daily accounting reports or monthly accounts. Provides information and make referrals as allowed by statute for Pro Se litigants. At the discretion of the judge, this position may train other clerks.

Court Case Processing - Handles daily mail by reviewing, date stamping and docketing legal documents. Manually and electronically sets up case files for civil, criminal, and other court case subtypes utilizing office specific software program while ensuring accuracy and completeness of court records. Utilizes specific software programs to process various types of tickets, citations, notices to appear, statutory fines and/or bonds. Prepares and issues writs and/or other legal documents as allowed by law and/or the Justice of the Peace. Files documents as needed/directed; removes/destroys documents in accordance with Secretary of State's Retention Schedule. Completes special projects as directed/needed.

Courtroom Support - Maintains court calendars. Attends hearings and trials to administers oaths, index exhibits and/or take notes during proceedings. Assists with jury selection process including preparation of questionnaires and/or summons for mailing. Enters jury questionnaire information into office specific software program. May contact selected jurors to confirm or advise of change in trial date.

Competencies

The knowledge, skills, abilities, and other characteristics to perform this work include but are not necessarily limited to: Accountability, Active Listening, Adaptability, Attention to Detail, Court Proceedings, Customer Service, Dependability, Initiative, Integrity, Interpersonal Relationships, Judgment, Legal Documents, Multi-task, Oral Comprehension, Oral and Written Expression, Organization, Problem Solving, Professionalism, and Teamwork.

This position requires considerable knowledge of Courts of Limited Jurisdiction procedures, legal documents, and office administrative practices. Must be able to learn and utilize program specific software, including Microsoft Office Suite. Accurately and efficiently file court documents utilizing office specific software programs. Possess accurate writing skills and ability to produce grammatically correct correspondence. This

position requires the ability to apply law, rules, policies, and procedures. Ability to maintain professionalism in all interactions while ensuring information/documents are maintained at the standards set by the Justice of the Peace.

Demonstrate the ability to interact courteously and effectively with attorneys, defendants, Commissioners, elected officials, County employees and the general public. Must be able to effectively interact with variety of personalities. Possess excellent customer service and interpersonal skills to resolve questions and concerns using good judgment and discretion. Respond to requests for service and assistance with courtesy and respect. Requires the ability and skill to multi-task, address multiple projects and customers while maintaining composure, professionalism, and quality of work.

This position must communicate both orally and in writing accurately and effectively, utilizing appropriate grammar and spelling. Ability to explain detailed and complicated information in simple, understandable terms. Listen to and understand information and ideas presented through spoken words and sentences. Communicate information and ideas in speaking so others will understand; explain rules and procedures clearly.

Demonstrate initiative, common sense, and good judgment. Ability to work with little direct supervision; to understand, interpret and follow instructions and directives. Self-directed with ability to meet deadlines when unsupervised. Take accountability for own actions. This position must function as part of a team, working for the betterment of the office, its processes, the public and the County.

Safety

Safety is a primary duty and a personal responsibility. County employees are responsible for reading, understanding and following safety rules and procedures as identified within County Policy, our Safety Program as well as at each department/work location/JSA. This position is responsible for wearing PPE as identified in the JSA or when working in areas where there is danger of injury. Responsible for wearing suitable work clothes as determined by the Justice of the Peace. Reports all injuries, hazards and/or near misses utilizing established reporting forms and procedures. Knows the location of first aid kits, fire extinguishers and other safety devices. Attends all safety meetings including annual training. This position will not perform potentially hazardous tasks or use any hazardous material until properly trained.

Supervisory Responsibility

This position has no supervisory responsibilities.

Work Environment

This position works in a professional office environment. This role routinely uses standard office equipment such as computers, telephones, photocopiers, 10 key calculators, filing cabinets, and fax machines.

Required Education and Experience

Employment with the County requires a high school diploma or equivalent. Must be at least eighteen (18) years of age.

Preferred Education and Experience

Previous experience in the judicial or legal setting as well as general accounting procedures is preferred.

Additional Eligibility Qualifications

Must possess or obtain a Montana driver license within thirty (30) days of employment. This position may have

unsupervised contact with juveniles and is subject to pre-employment criminal background check. May utilize a County vehicle and is subject to a motor vehicle driving history review.

Compensation

The starting wage for this position is \$18.50 per hour; after successful completion of the mandatory six (6) month probationary period, increase to \$19.50 per hour. Following an additional six (6) month period as a permanent employee, increase to \$20.50 per hour. Please note during this time period, an employee is not eligible for a COLA (Cost of Living Adjustment) as this is built into the wage steps.

New employees for this position may enroll in the Public Employees Retirement System (PERS) with an established contribution rate for both the employee and the County. Existing employees are required to maintain their current PERS status.

Position Type/Hours of Work:

This is a part-time, permanent, nine (9) hours a week position: Wednesday 2:00 p.m. to 5:00 p.m. and Thursday 11:00 a.m. to 5:00 p.m. The demands of the office may result in additional or increased hours either before or after the indicated schedule.

Physical and Environmental Demands

Performing the essential functions of this position requires periods of extended computer use. The employee is frequently required to sit for long periods as well as to stand, sit, bend, and reach with hands and arms. May be required to lift up to twenty-five (25) pounds. Specific vision abilities include close vision, distance vision and depth perception.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully; employees are routinely required to address emerging employer requirements in alignment with individual work units and assignments of jobs which may result in additional or a change in duties/functions not identified. This job description does not constitute an employment agreement between the employer and employee; it is subject to change by the employer as the needs of the employer change.