



Vacancy Announcement

Position: Justice Court Clerk
Date Posted: November 08, 2021
Closing Date: November 29, 2021

About the Position and Department: The Justice Court Clerk is part of our Justice of the Peace office and is under the direct supervision of the Justice of the Peace. 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.

Position 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; prepares court documents. Provides a high level of customer service to the public, attorneys, and other interested parties.

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

On the job training will be provided! This position is an excellent opportunity for someone who enjoys public service with a limited weekly commitment.

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.

Applicant Pool Statement: If another department vacancy occurs in this job title within six months, the same applicant pool may be used for the selection.

How to Apply: Applications and a complete job description are available at the Human Resources office, 10 W. Fallon Avenue, Baker, Montana or online at www.falloncounty.net. Submit completed applications (resumes optional) to: Human Resources Manager, PO Box 846, Baker, Montana, 59313. Questions may be directed to Anna Straub, Justice of the Peace 406-778-8162 or Julie Straub 406-778-8164.

This vacancy announcement provides a brief overview of the position for recruiting purposes and is not intended to as a full description of the work, competencies, and qualifications. For a complete job description, please contact Human Resources.

Fallon County is committed to affirmative recruitment and diversity in employment opportunity.

It is the policy of Fallon County to provide equal opportunity to all persons seeking or having access to its employment, services and activities, which is free from restriction based on race, color, religion, national origin, age, gender, marital status, veteran status, sexual orientation or disability. The information contained on employment applications is sought in good faith. It will not be used to discriminate against any applicant for employment in violation of state or federal law.