

BEAVERHEAD COUNTY

POSITION: Part-time Deputy Clerk of District Court

DEPARTMENT: District Court

ACCOUNTABLE TO: Clerk of District Court

DEADLINE FOR APPLICATIONS: Open until March 20, 2015 or until filled. Clerk of District Court, 2 S. Pacific St., #5, Dillon, MT 59725.

SUMMARY OF WORK: Performs duties associated with the handling of all documents and fees which pass through the Court; prepares reports, issues marriage licenses, processes passport applications, scanning and organizing of older case files and assumes duties in the absence of the Clerk of Court.

JOB CHARACTERISTICS:

Nature of Work: This position performs moderate and complex duties associated with the operation of the District Court; schedules, maintains court files, performs clerical duties both manually and electronically and maintains trust funds. Job may be stressful at times. Deals with sensitive information requiring adherence to standards of confidentiality. Requires attention to detail and timeliness.

Personal Contacts: Daily contact with the public, face-to-face, electronic and over the phone.

Supervision Received: Supervision from the Clerk on an as needed basis.

Essential Functions: Position requires ability to communicate orally and in writing; understand and locate applicable laws; maintain records; administer oaths; schedule; read written material; search records, balance books, operate the FullCourt and Vital Statistics Bureau marriage license computer programs; calculate; file, microfilm and scan documents; operate standard office equipment; and physically access third floor office, high and low shelves and heavy books.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

Receive and file case-opening and subsequent documents from attorneys and *pro se* litigants; issue summons, subpoena, and citations if applicable; prepare receipts for fees received; date-stamp, file, register, scan and email documents; enter decrees and judgments in the judgment docket; maintain caseload record; charge appropriate fees for court services; serve orders issued by the Court to counsel/parties of record; issue notices of rulings; and prepare monthly reports, all of these both manually and electronically.

Schedule hearings and answer inquiries on scheduling; maintain court calendar; call local attorneys weekly regarding court calendar; serve as clerk at court hearings and trials to administer oaths, maintain exhibits, assist the Court and compile minutes of the proceedings; schedule activities in the jury/conference room; fill out employee time sheet.

Issue receipts and warrants and forward payments for trust accounts; deposit trust fund payments and court fees received with the county treasurer and direct distributions on a weekly basis; receive and deliver mail for three offices; prepare water commissioner appointment petitions; process orders appointing water commissioners; file distribution reports, compute and distribute water billings; accept, record and forward payments; respond to inquires regarding decreed water rights.

Electronically prepare master lists of potential jurors for all county courts; mail questionnaires; maintain returned questionnaires; compile list of individual trial jurors and distribute them to counsel; prepare jury summonses; prepare juror certificates; act as an extra bailiff if needed; issue warrants paying per diem and mileage to jurors and witnesses; report payments to finance officer, treasurer and court administrator.

Provide applications for and issue marriage licenses using the Vital Statistics Bureau computer program; record and return marriage licenses; prepare Transcripts of Judgment for other jurisdictions; enter judgments from other jurisdictions into the Judgment Docket; make copies of court documents and certify them; notarize signatures; correspond as necessary; fill out sentence review and related forms for criminal defendants sentenced to the prison or Department of Corrections and deliver to sheriff or prison for service on the defendant; transfer causes to other Montana District Courts; receive causes by transfer from other Montana District Courts when venue has been changed; and receive and transfer dissolution statistical forms to Vital Statistics Bureau.

Send documents by FAX and email; dispose of exhibits after entry of judgment and appeal time has run; transmit appealed cases to the Supreme Court; perform records checks; facilitate temporary orders of protection; assist in genealogical and historical searches; assist *pro se* litigants. the public and other agencies; host tours and presentations to schools and other groups; transfer monies held *pendente lite* to county treasurer for investment if ordered; be familiar with using MCA; aid judge in assessing/managing case load.

Coordinate maintenance and repair of office equipment; make purchases as needed; receive wills for safe keeping, and house the same; perform other related duties as required.

JOB REQUIREMENTS:

(Updated March 2015)

Knowledge: This position requires acknowledge of applicable state and federal laws and codes, bookkeeping, grammar, and clerical procedures.

Skills: This position requires skills in keyboarding, calculator, computers (Word, Outlook, Excel), microfilmers, microfilm readers, scanners and use of typical office machines.

Abilities: This position requires the ability to: focus on details and accuracy; deal with the public in often stressful situations; perform duties in a timely manner; use discretion; maintain confidentiality; have common sense; schedule and coordinate; communicate effectively orally and in writing; follow verbal and written instructions; establish effective working relationships with fellow employees, supervisors, and the public; negotiate steep stairs, lift up to 50 pounds overhead, climb a movable stairway to retrieve items from high shelves and file cabinets.

EDUCATION AND EXPERIENCE:

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to a High School diploma. Two or more years of college, experience with the public, and computer (Word, Outlook, Excel), clerical, and bookkeeping skills preferred. Prior experience in the legal profession is helpful.

JOB PERFORMANCE STANDARDS:

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

- Performs assigned duties.
- Assumes duties in Clerk's absence.
- Effectively waits on the public in person and by phone, fax and email.
- Demonstrates ability to handle stressful situations.
- Schedules calendar and informs Judge in a timely manner.
- Prepares and files Court documents accurately.
- Competently processes and notifies jurors.

- Adheres to standards of confidentiality.
- Accurately searches, copies, distributes documents.
- Prepares and submits accurate and timely reports.
- Deals tactfully with the public.
- Observes work hours.
- Demonstrates punctuality.
- Demonstrates effectiveness in dealing with hostile and/or unpleasant persons.
- Demonstrates ability in effective conflict resolution.
- Establishes and maintains effective working relationships with fellow employees, supervisors and the public.
- Maintains updated records, books, computer entries and lists.
- Completely maintains court fee records and trust fund records.