

POSITION AVAILABLE

A salaried, permanent, half-time position is available as Deputy Clerk of the District Court for Granite County. High School Diploma or GED required. Legal experience preferred. Applicant must have efficient computer and customer service skills. Please submit a resume, cover letter and a Granite County Employment Application to:

Carol Bohrsen, Clerk of Court
PO Box 399
Philipsburg, MT 59858
or hand deliver to:
Clerk of Court's Office
Granite County Courthouse

DEADLINE: Wednesday @ 5:00 p.m.
November 15, 2016

Granite County Employment Application and job description may be picked at Clerk of Court's Office, third floor of Granite County Courthouse or on The Granite County website at www.co.granite.mt.us. (Please go to the notice tab.)

If you have any questions or need additional information please contact Carol Bohrsen @ 406-859-3712.

GRANITE COUNTY
POSITION DESCRIPTION

MAY 2015

POSITION: Deputy Clerk of District Court
Permanent Part-Time Position

DEPARTMENT: Granite County District Court

ACCOUNTABLE TO: Clerk of District Court
Carol Bohrnson

SUMMARY OF WORK DUTIES: Perform all duties associated with the Clerk of Court's Office. Duties will include handling documents and fees that pass through the office. Assist in scheduling hearings and trials for The District Court. Prepare and keep court calendar up-to-date. Issue and file marriage licenses. Prepare and distribute water bills for the appointed water commissioners. Assist The Clerk with duties associated with jury trials. Accommodate customers and court personnel who are in contact with The Clerk's Office. The Deputy Clerk is responsible for all The Clerk's duties in her absence.

JOB CHARACTERISTICS:

Nature of Work: The Deputy Clerk will perform moderate and complex clerical duties. He or she will work in a public office environment and occasionally in the courtroom. The Deputy Clerk will assist customers. This office is on the third floor of the courthouse and will require climbing stairs daily. Other physical requirements are lifting heavy objects, sitting at a desk for long periods, and climbing ladders.

Personal Contacts: There will be daily contact with the public; by e-mail, by telephone, and in person. The Deputy Clerk will have frequent interactions with court staff which include: judges, law clerks, judicial assistants and court reporters. Other communication will be with legal professionals, such as justices of the peace, lawyers, county attorneys, and their secretaries. There will also be contact with other elected officials and other courthouse staff.

Essential Functions: This position requires the ability to efficiently communicate orally and in writing. Must be very **detail oriented**. The Deputy Clerk must be able to accurately follow all instructions. He or she must be able to understand and locate applicable laws within the editions of The Montana

Code Annotated. The Deputy Clerk must maintain accurate and up-to-date records within the court cases. The Deputy Clerk will also be required to administer oaths, search records, and keep a current court calendar. The Deputy Clerk must be able to operate a computer efficiently and use the computer programs that are currently being used in The Clerk's Office. The Deputy Clerk must be able to handle and account for money that is collected within the office.

Supervision Received: The Deputy Clerk will receive supervision from The Clerk of District Court.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

Duties of The Deputy Clerk of Court will include keeping accurate court records. This will include opening court cases, filing documents in cases and closing cases. Make and certify copies of court documents that are filed in the clerk's office. Provide criminal searches for requesting parties. Answer the telephone and assist all customers that come in contact with the clerk's office. Prepare the court calendar and send it to appropriate parties. Send out hearing notices and orders in a timely manner. Assist *pro se* litigants in locating and filing forms. Keep court staff and other interested parties informed of all upcoming proceedings. Work closely with The Clerk, The Judge, and his staff in keeping The District Court running smoothly.

Receive and file case openings and subsequent documents from attorneys and *pro se* litigants. Date stamp, file, scan, and email documents received. Keep case registers accurate and up-to-date. Issue writs, summons, and subpoenas. Charge appropriate fees for court services and prepare receipts for fees collected. Enter decrees and judgments in the judgment docket. Distribute orders signed by The Court to counsel or parties of record. Notify proper agencies of charges filed against criminal defendants. Notify defendant of his or her sentence review rights.

Collect money for restitution, fines, fees, and child support. Distribute child support and restitution. Account for child support and restitution in the trust fund and deposit with The Treasurer. Keep accurate financial records. Prepare monthly financial reports.

Keeping an accurate court calendar of scheduled, re-scheduled, and vacated hearings is of the utmost importance. Answer inquiries about up-coming hearings and court calendar. Serve as Clerk of Court in the courtroom during courtroom proceedings. Administer oaths to witnesses, jurors etc. Keep track of exhibits that are offered and admitted during court hearings and trials. Compile minutes of all court proceedings.

Assist customers with marriage license applications by using the Montana Vital Statistics Bureau Marriage License computer program. Issue and file marriage licenses.

Assist The Clerk of Court in all duties pertaining to jury trials. This includes electronically selecting jurors to serve on panels of The District, Justice, and City Courts.

Prepare and mail questionnaires to potential jurors. Maintain returned questionnaires and keep an accurate list of available jurors.

File appointment forms and other court documents for water commissioners. Prepare and distribute water bills for the appointed water commissioner. Schedule any hearing or court proceeding needed for the water users or water commissioners.

Assist The Clerk of Court with all duties associated The Clerk of Court's Office and assume the duties of The Clerk of Court in her absence.

JOB REQUIREMENTS AND QUALIFICATIONS:

Customer Service Skills: This position requires proficient customer service skills. The Deputy Clerk will be assisting all types of customers. He or she must be able to deal with the public in stressful situations and be able to accommodate all personalities. The Deputy Clerk must know how to tactfully help upset customers and assist them with their individual circumstances and situations.

Additional Skills: This position requires skills in computers, microfilm readers, scanners, copiers and fax machines. He or she must also be able to operate Microsoft Word and Outlook. After the training period, The Deputy Clerk must be able to operate The Full Court Computer Program or whatever specialized software is being utilized within the office.

Knowledge: This position requires knowledge of applicable state and federal laws and codes. The Deputy Clerk must know how and where to look up Montana Statutes and Codes. He or she must be knowledgeable of The Granite County Personnel Policies.

Abilities: This position is extremely **detail oriented**. He or she must be able to follow specific steps in completing a task. The Deputy Clerk must be able to perform all duties correctly and in a timely manner, use discretion, **maintain confidentiality**, and refrain from discussing cases outside of the office. He or she must be able to effectively communicate orally and in writing and follow all verbal and written instructions. He or she must be able to work alone adequately and with other employees, court staff, and supervisors. Physically, he or she must be able to negotiate stairs, lift twenty pounds and retrieve items from high and low shelves.

EDUCATION AND EXPERIENCE:

A High School Diploma or GED required.
Customer Service Experience preferred.
Secretarial and office skills required.
Legal experience preferred.

JOB PERFORMANCE STANDARDS:

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

- Perform assigned duties.
- Accurately and in a timely manner process court documents.
- Demonstrate ability to handle stressful situations.
- Prepare court calendar and inform all interested parties of the court schedule.
- Accurately record court proceedings.
- Competently process and notify jurors.
- Adheres to standard of confidentiality.
- Accurately search, copy, distribute, documents.
- Prepare and submits accurate and timely reports.
- Observe work hours.
- Demonstrate punctuality.
- Display tact, consideration, and cooperation when dealing with the public.
- Demonstrate effectiveness in dealing with hostile and/or unpleasant people.
- Demonstrate ability to effectively resolve conflict.
- Establish and maintain effective working relationships with other employees, Supervisors, and court personnel.
- Maintain accurate and up-to-date records, books, computer entries, and lists.
- Accurately maintain court fee and trust fund records.
- Help maintain an efficient and effective office environment.
- Be proficient in assuming all duties in The Clerk's absence.