

CARBON COUNTY MONTANA

JOB DESCRIPTION FORM

Job Title: Deputy Clerk Of District Court

Position#:

Department:

Reports To: District Court Clerk And District Court Judge

Revised New Regular Temporary Non-Union Union

Full-Time Part-Time Hours per week: 40.00 Nonexempt Exempt

Reason for opening:

Prepared By:

Date:

I.	PURPOSE OF THE JOB (What are the end results or objectives of this position? Why does the job exist? What are the primary responsibilities?)
Provide assistance to the Court and the public with the filing of Civil, Probate, Adoption, Juvenile, Sanity, Criminal, Domestic Relations, Guardianship and Conservatorship cases in District Court.	
II.	ESSENTIAL FUNCTIONS (What activities are required for the position to exist? Estimate the percentage of time spent in each.)
Coordinate cases with District Court Judge. File instruments. Calendaring, docketing and taking minutes. Clerk in the courtroom during all court procedures. Draw jury lists and call jurors.	
III.	OTHER DUTIES AND RESPONSIBILITIES (Responsibilities/important duties performed occasionally or in addition to the essential functions of the position.)
Provide counseling and procedural information to the general public. Schedule courtroom use. Provide receipts for filing fees. Attend clerk school and convention. Process passport applications. Issue and record marriage licenses. Perform name and record searches.	

<p>Provide counseling and procedural information to the general public.</p> <p>Process various monthly reports including how fees were divided and deposited.</p>
<p>IV. KNOWLEDGE AND SKILLS (For each, indicate whether it is required, preferred, or desirable. Include licenses and certificates.)</p>
<p>Required:</p> <p>Must be able to accurately maintain records and submit accurate reports.</p> <p>Must be able to show up for work when scheduled to do so.</p> <p>Must be able to maintain confidentiality.</p> <p>Preferred:</p> <p>Good communication skills.</p> <p>Proficient typing skills.</p> <p>High level of computer knowledge.</p> <p>Good understanding of financial management principles.</p> <p>Well organized in work habits.</p> <p>Able to work on multiple projects at once.</p> <p>Able to deal with stress.</p> <p>Able to tactfully interact with the public.</p> <p>Able to follow safety procedures.</p> <p>Submits accurate reports.</p> <p>Able to work well with co-workers, personnel from other departments and members of the public.</p> <p>Able to works with minimum supervision</p>
<p>V. FISCAL RESPONSIBILITY (Budgeting responsibilities, approval privileges on purchase orders and check requests, reporting and auditing functions.)</p>
<p>Pay juror and witness fees.</p> <p>Receive and record child support payments, Montana Power Trust monies, criminal bonds and filing fees.</p>
<p>VI. EXTENT OF PUBLIC CONTACT (Within and outside the company)</p>
<p>General public, people involved in cases, attorneys, attorney's secretary, District Judges</p>
<p>VII. WORKING CONDITIONS AND ENVIRONMENT (Necessary travel, unusual work hours, unusual environmental conditions, etc.)</p>
<p>Occasional out-of-county travel on court matters and to attend schools and conventions.</p>

VIII. PHYSICAL REQUIREMENTS TO PERFORM THE ESSENTIAL FUNCTIONS
 (The essential duties of this position involve the following level of physical activity:)

Physical Activity	Definition	Check one that best describes the frequency			
		Never	Occasionally	Frequently	Continually
Repetitive Motion	Repeating movements of arms, hands, wrists	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Talking	Express or exchange ideas verbally	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Hearing	Perceive sound by ear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Seeing	Obtain impressions through the eye	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Activity Level	Definition	Check One
Sedentary	Occasionally lifting/carrying up to 10 pounds or pushing/pulling small objects Sits most of the time Infrequent to occasional walking or standing	<input type="checkbox"/>
Light	Frequently lifting, carrying, pushing or pulling up to 10 pounds <i>and/or</i> occasionally lifting, carrying, pushing or pulling up to 20 pounds Frequent walking or standing or sitting most of the time and using arms or legs to push/pull	<input type="checkbox"/>
Medium	Occasionally lifting, carrying, pushing or pulling 20-50 pounds <i>and/or</i> frequently lifting, carrying, pushing or pulling 10-20 pounds <i>and/or</i> continuous lifting, carrying, pushing or pulling up to 10 pounds Occasional to frequent walking or standing	<input checked="" type="checkbox"/>
Heavy	Occasionally lifting, carrying, pushing or pulling 50-100 pounds <i>and/or</i> frequently lifting, carrying, pushing or pulling 20-50 pounds <i>and/or</i> continuous lifting, carrying, pushing or pulling 10-20 pounds Occasional to frequent walking or standing	<input type="checkbox"/>
Very Heavy	Occasionally lifting, carrying, pushing or pulling 100+ pounds <i>and/or</i> frequently lifting, carrying, pushing or pulling 50+ pounds <i>and/or</i> continuous lifting, carrying, pushing or pulling 20+ pounds Occasional to frequent walking or standing	<input type="checkbox"/>

This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other duties upon the request of the supervisor or other governing entity.

For HR Use Only

Approved Denied

By:

Date:

Comments: