

CARBON COUNTY DISTRICT COURT

POSITION: DEPUTY CLERK

DEPARTMENT: DISTRICT COURT

PAY RATE: D.O.E.

DISTINGUISHING CHARACTERISTICS:

Under general supervision from the Clerk of District Court, this position performs a variety of court support duties and clerical tasks.

PHYSICAL/ENVIRONMENTAL DEMANDS:

Duties are generally performed in an office environment where hazards and discomforts are controlled and modifiable. This position requires the ability to stand, bend at the waist, kneel, reach over the head, talk, hear, see and climb stairs. Must be able to move or lift documents and materials weighing up to 25 pounds. Position requires knowledge and use of typical office equipment including telephone, copiers, scanners, fax machines and personal computer. Position requires frequent contact with coworkers, attorneys and citizens.

EXAMPLES OF DUTIES:

(The following are intended to illustrate typical duties. They are not meant to be all inclusive or restrictive.) Performs a variety of court support duties and clerical tasks; performs reception duties, including answering the telephone, greeting citizens and responding to questions; cash receipting; scans and indexes documents; issues receipts; maintains court records and index of court records; files dockets; prepares files for scanning; enters orders, opinions and judgments in appropriate dockets; determines the prevailing party in judgments and assesses fees based on those judgments; maintains index of court records, processes mail; processes defaults and default judgments, motions for summary judgment and motions for judgment on the pleadings; maintains accounts; accepts application for informal probate; issues orders admitting the will and appointing personal representatives and directing letters to the applicant; issue marriage licenses; collect water commissioner fees and performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of Montana Code Annotated; District Court policies and procedures; County policies and procedures; court clerical practices and procedures; business English, spelling, grammar and math; confidentiality regulations and practices applicable to court proceedings. Ability to use common office machines; operate computer systems and related software, including word processing; draft legal forms and documents according to prescribed standards; communicates effectively orally and in writing; follows verbal and written instructions; establish effective working relationships with fellow employees, supervisors, and citizens.

QUALIFICATIONS:

The listed knowledge, skills and abilities are acquired through a combination of education and experience equivalent to graduation from high school and one (1) year of clerical experience. Associates degree in Office Technology or equivalent and legal office and/or court experience preferred.

TO APPLY:

Submit a completed Carbon County application and cover letter thoroughly documenting relevant qualifications and experience, together with a current resume, to DISTRICT COURT 102 N. BROADWAY PO BOX 948 RED LODGE, MT 59068. For additional information contact the Clerk of District Court at 406-446-1225. Faxes and electronic material will not be accepted. Incomplete application materials will not be processed. The County may use the following factors to determine whether an applicant meets the qualifications for this position; review of application material, past work performance, reference checks, and structured oral interview.

Application can be picked up in the District Court Office.

**DEAD LINE FOR SUBMITTING WILL BE
SEPTEMBER 15, 2017**