

CARBON COUNTY MONTANA

JOB DESCRIPTION FORM

Job Title: Justice Court Clerk

Position#:

Department: Justice Court

Reports To: Justice Of The Peace

Revised New Regular Temporary Non-Union Union

Full-Time Part-Time Hours per week: 8.00 Nonexempt Exempt

Reason for opening: To assist with increasing work load

Prepared By: Kevin Nichols

Date: 7/20/16

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|-------------|---|
| 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?) |
| | The duties of the Justice Court Clerk are to maintain the records of the Court and to assist the Judge in the courtroom, as well as to deal with the public regarding Court business. The Court Clerk is directly supervised by the Justice of the Peace. |
| II. | ESSENTIAL FUNCTIONS (What activities are required for the position to exist? Estimate the percentage of time spent in each.) |
| | Maintains Court records using computer programs and on paper (25%) Prepares and distributes Court orders (15%). Monitors payment of fines, fees and restitution to the court and to victims (15%). Schedules court business (15%). Contacts the public answering questions, collecting fines payments (10%). Maintains financial records for the Court and makes bank deposits (10%). Collects fines using CitePay and MHP SmartCop (5%). Attends in-service training to stay current on Court administrative procedures and laws (5%). |
| III. | OTHER DUTIES AND RESPONSIBILITIES (Responsibilities/important duties performed occasionally or in addition to the essential functions of the position.) |
| | Maintains office and equipment. May serve on committees such as the Safety Committee. |
| IV. | KNOWLEDGE AND SKILLS (For each, indicate whether it is required, preferred, or desirable. Include licenses and certificates.) |
| | Proficiency with computers is required. Knowledge of basic Court procedures as well as basic criminal and civil proceedings would be preferred and desirable. Ability to work with the public and attorneys is required. Knowledge of basic book keeping would be desirable. |
| V. | FISCAL RESPONSIBILITY (Budgeting responsibilities, approval privileges on purchase orders and check requests, reporting and auditing functions.) |
| | Prepares daily, monthly and year-end financial court reports. |

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| VI. EXTENT OF PUBLIC CONTACT (Within and outside the company) |
| Has frequent contact with the general public, County Attorney's office, defense attorneys, public defenders and law enforcement. Answers questions, manages the Court calendar. |
| VII. WORKING CONDITIONS AND ENVIRONMENT (Necessary travel, unusual work hours, unusual environmental conditions, etc.) |
| Flexibility in work hours and days to cover court needs. |

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 checked="" type="checkbox"/> | <input 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 checked="" 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 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: