

CARBON COUNTY  
JUSTICE COURT

POSITION: Full-Time Justice Court Clerk (32-40 hours weekly)

WAGE/BENEFITS: Starting pay \$19.88/hr; increase to \$21.30/hr after 6-mo probation; Guaranteed annual 1% wage increase. Paid Holidays, 120 hours annual vacation, 96 hours annual sick leave, Public Retirement System Pension Eligible, and paid employee health insurance.

QUALIFICATIONS: 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.

JOB DESCRIPTION: 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.

APPLICATIONS: Are available at the Carbon County Human Resources (17 W. 11<sup>th</sup> St., Red Lodge, MT) or online at <http://co.carbon.mt.us/employment/>. Initial application review August 22, 2022. Position to remain open until filled.

Carbon County is an equal opportunity employer. Please note in your application if you are claiming a Veterans preference under 39-29-103 MCA or a preference for disability status under 39-30-102 MCA. Final candidate must pass a pre-employment drug screening and background check

Kevin Nichols  
Justice of the Peace

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