

CARBON COUNTY JUSTICE COURT FULL-TIME CLERK OPENING

POSITION: FULL-TIME Justice Court Clerk (40 hours)

(please note this full-time position supersedes the part-time position recently advertised for by Justice Court)

SCHEDULE: Monday-Friday, 8:00am – 5:00pm, 1 hour lunch

WAGE/BENEFITS: Starting pay \$19.88/hr; increase to \$21.30/hr after 6-month probation

- 1% longevity annual
- Employer pays up to \$900 a month per employee toward health insurance premiums
- Montana Public Employees Retirement System (PERS)
 - MANDATORY if working 960 hours per year or more
 - Employee Contribution 7.90% of Earnings
 - Employer Contribution 8.77% of Earnings
 - Employee contributions are refundable upon termination.
 - Contributions are tax deferred and benefits are payable at retirement.
- Permanent Full-Time employees accrue leave on a pay period basis (bi-weekly)
 - Vacation accrual = 4.6154 hrs/per pay period
 - Sick accrual = 3.6923 hrs/per pay period
- 10 paid holidays

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. 11th St., Red Lodge, MT) or online at <http://co.carbon.mt.us/employment/>. Applications are due no later than Thursday, June 1, 2023 by 5pm. Initial review of applications will take place on June 2nd, with interviews being held on Wednesday, June 7, 2023 (morning). 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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