



Position: Justice Court Clerk/Restitution Officer – Part Time
Department: Sanders County Justice Court
Salary: \$13.26 - \$17.96 per hour

Application Process: Please submit your application to Sanders County Job Services.

Summary of Work: General Duties

Work Unit Overview: Part time Position – Up to 24 Hours Per Week. The mission of the County Justice Court is to provide the citizens of the County an open, fair, efficient, and independent judiciary for the advancement of justice under the law as prescribed by Montana Statute.

All county departments must maintain an open and customer service oriented environment, cooperate with other County departments and governmental entities, and keep accurate and timely records and information.

Job Summary: The Justice Court Clerk maintains the records of the court and performs the duties prescribed by the judge and by the law. Depending upon the size of the County, duties include serving as a receptionist, secretary, and clerk. This position is responsible for keeping all books, papers, and records filed with the court; collecting, tracking, and processing all monies received by the court through fees, fines, bonds, and restitution; preparing for and attending hearings and clerking in the courtroom when required by the judge; preparing documents, orders, and correspondence for the court as may be required by law or the judge; for and maintaining a monthly calendar; issuing and maintaining record of qualified jurors; and related court support services.

Essential Functions (Major Duties or Responsibilities): *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

- Performs routine clerical and administrative work in answering phones, receiving the public, providing customer assistance, data and word processing and bookkeeping; composes, types and edits a variety of correspondence, reports, memoranda and other material requiring judgment as to content, accuracy and completeness. Calendars Court dates and confirms Court arrangements.
- Provide assistance to clients who may be incarcerated, charged with crimes and occasionally angry and emotional; sometimes under the influence of alcohol or drugs.
- Maintains and documents Justice Court actions; files all civil cases; collects copies of subpoenas, criminal information, complaints, jail list, fines, etc.; handles and processes confidential papers. Schedules trials and hearings for traffic, civil and criminal matters.
- Files criminal, traffic cases and inputs citations, and complaints into Full Court System; enters warrant information. Prepares Failure to Appear Warrants and Bench Warrants; maintains warrant file.
- Pulls potential Juror's numbers, prepares potential Juror's letters, maintains Juror list to include summons and cancellations, as needed, for Jury trials.
- Maintain and file all books, papers, and records filed by the court in accordance with applicable statutes and procedures established by the judge. Set up and maintain all criminal and civil records filed; process all traffic and criminal citations issued in the County; process all criminal complaints from the County Attorney's Office; maintain documentation of all records of proceedings in every case; and process all civil cases. Issue and maintain proper civil forms which include: summons, complaint, praecipe, default judgments, writs of possession, and sheriff standby etc. Process temporary and permanent orders of protection.

- Provide professional, courteous customer service to the citizens of the County by greeting and assisting the public in a professional manner that reflects the proper respect and impartiality of the judicial system. Provide proper legal forms and accurate instructions to the public. Maintain strict confidentiality of information. Keep informed of legislative changes necessary to assist the public.
- Complete with accuracy and efficiency the administrative functions of the office to implement County legal processes in accordance with state laws. These duties include processing and distributing court documents to various agencies such as; law enforcement agencies, attorneys, detention centers, counseling agencies, the Motor Vehicle Division, the public defender's office, the County attorney's office, the treasurer's office, and ensuring that conviction information is transferred to appropriate agencies.
- Must adhere to the Montana Code of Judicial Conduct, Rules and Ethics; responsible and knowledgeable on Jury Trial procedures. Has working knowledge of Justice Court Civil procedures; ability to cross-train into other Justice Court functions.
- On an infrequent basis may perform Initial Appearances.
- Process all monetary transactions efficiently in accordance with established court guidelines. This includes but is not limited to; collecting and processing all monies received through fines, fees, bonds, and restitution; disbursing funds for restitution and bonds; and preparing daily bank deposits, as well as weekly and monthly financial reports.

Non-Essential Functions:

- Attend workshops, seminars, and educational sessions to keep updated on clerk of court procedures, guidelines, and changes in the law.
- Perform other duties as assigned including managing special projects, attending meetings and conferences, providing backup for other staff, participating in training, etc.

Education and Experience:

The job requires education and experience equivalent to a high school diploma or GED and two (2) years of clerical work experience. Court or legal experience preferred. The incumbent must learn the Clerk's Manual and other established legal guidelines within times established by the court.

Knowledge, Skills, and Abilities:

The job requires knowledge of office management systems; personal computers and word processing; filing and records maintenance procedures; bookkeeping and accounting procedures; court policies and procedures; and a working knowledge of legal terminology, court deadlines, and court documents.

The job requires skill in active listening, speaking so others can clearly understand information that is unfamiliar, reading comprehension, writing, typing a minimum of 35 words per minute, critical thinking, and time management. The job requires the ability to maintain strict confidentiality, manage stress, multitask, and communicate effectively verbally and in writing.

Special Notice:

- This position will work on a variable shift over the course of the week. Schedule will be discussed in the interview process.