



SANDERS COUNTY
VACANCY ANNOUNCEMENT
October 22, 2018

Position: Deputy Clerk
24 hours/week - Non-Exempt

Department: District Court

Salary: Starting rate of \$13.75, depending on experience and qualifications

Closing Date: 4:00 p.m. on Friday, November 9, 2018

Application Documents Required: Please contact Sanders County Job Services at 406-827-3472.

Work Unit Overview: Part Time Position (24 hours per week). 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. The District Court is a court of general jurisdiction that handles criminal, civil, domestic relations, juvenile, probate, and mental health. The county District Court provides 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.

Job Summary: The District Court Deputy Clerk works under the administrative supervision of the Clerk of Court and is responsible for performing a multitude of considerably difficult, wide-ranging clerical duties with accuracy, timeliness and with respect to confidentiality. These records include Adoption, Civil, Criminal, Dependent Neglect, Domestic Relations, Guardianship, Juvenile, Paternity, Probate and Sanity cases. The Deputy Clerk also issues, files and records all county marriage license applications and licenses.

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

- **General Clerical and Administrative Duties: Priority Value – 30%**
 - Performs routine clerical and administrative work in answering phones, receiving the public, providing customer assistance, cashiering, data and word processing and bookkeeping.
 - Prioritizes work load, inputs mostly routine data into the Full Court Computer system. Reviews documents for completeness and accuracy.
 - Handles routine inquiries and requests for information.
 - Composes, types and edits a variety of correspondence, reports, memoranda and other material requiring judgment as to content, accuracy, completeness and in a timely manner.
 - Maintains inventories and orders office supplies and materials, may assist with general housekeeping activities to ensure a safe and orderly work space.
 - Opens and maintains District Court files.
 - Issuing subpoenas, summons, and other court orders as directed.
 - Entry of Defaults, Grants, and signs Probate Orders and other Court Orders as directed.
 - Maintains and documents District Court actions.
 - Prepares financial quarterly reports to submit to the Clerk and Records office.
 - Assists in the preparation of monthly and annual reports required by Federal or State agencies.
 - Criminal history and record checks preformed for variety of agencies.

- Entering depositions and judgments of cases and preparation of certified copies of court records.
- Protect confidential cases as required by this position.
- Marriage Licenses, Declarations and Passports, new applications.
- Financial Duties: Priority Value – 15%
 - Collects fees, fines, bonds, restitutions and other monies paid into the Court and records in files.
 - Issues receipts and deposits funds into proper accounts, and accounts for proper balancing of trust accounts.
 - Disburses funds as directed by the Court.
 - Tracks, collects and disburses child support payments.
 - Keeps accurate records of all monies paid to the Court and all charges filed.
 - Receipts in Bonds; files amounts, discharges and disburses bonds.
 - Makes weekly deposits to County Treasurer. Maintains and accounts for warrants to jurors/witnesses.
 - Prepares reports and claims to be submitted to the Clerk and Records Office for the purposes of warrants to be issued.
- Public Relations: Priority Value – 20%
 - Provide tactful and 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 which affect District Court.
 - Greets customers in a friendly manner in person and on the phone; prohibited to provide legal advice per MCA 7-4-2210 & 3-1-601.
 - Answers customer questions or routes to appropriate personnel. Refers customers to other resources for legal guidance and legal advice.
 - Interacts with and assists coordination of court matters with District Judges, County and City Judges, Judicial Assistants/Paralegals, defendants, litigants, counsels, prosecutors, police departments, detention centers, Probation and Parole, State Prison and other levels of criminal justice administration system, including Supreme Court, Federal and State Agencies.
 - Administer oaths.
- Court Operations: Priority Value – 30%
 - Prepares, assembles and checks court dockets for accuracy.
 - Notifies individuals regarding Court hearings, per Court orders.
 - Calendars court dates and confirms Court arrangements.
 - Prepares and makes updates to the Courts, and Law & Motion calendar to be distributed to parties.
 - Prepares Jury questionnaires; maintains Questionnaire file and issues juror and non-serving juror claim forms, updates and makes corrections. Pulls jury panels, sends notices, enter needed updates regarding jurors, requests made by jurors placed before the Clerk or Judge for review as required.
 - Prepares minute entries and attends court as required by Clerk. Provides required filings to parties as needed. Administrates oath when requested. Reading of roll call of potential jurors during trials, reading of verdict when required by Judge. Tracking of exhibits and witnesses during court hearings.
 - Issues subpoenas, summons, defaults, and notices of hearings.
- Record Management – 5%
 - Maintain District Court Records pursuant to guidelines of the Local Government Clerk of District Court Records Schedule and with the direction of the Clerk of Court/ Supervisor.
 - Annual file maintenance. As directed, purge files of all case types of non- essential documents according to Record Retention Schedule 12; prepare files for microfilming and or storage at the SOS, Montana Secretary of State Records and Information Management by preparation of labeling, shipping boxes, project index sheets, target

sheets, RM2 Transmittal of Records form as well as written and verbal communication with SOS - Records Management Staff.

- Noticing of Exhibits, Depositions and/or Transcripts, Preparing, legal documents, proposed Orders of all case types, tracking notices, process accordingly, then complete destruction.
- Vault Organization, updating and rotation of year end case files.
- Maintaining Master and Public Vault Inventory locations.
- Preparing miscellaneous documents in previously microfilmed files so documents may be microfilmed and or stored with SOS and maintaining an accurate inventory of the location of said documents and case files.
- Maintain accurate and thorough cross referencing inventory of files and/or records stored with SOS – Record Management by updating in office records including Case File Index by Box Number and Case File Index by Case Number in regards to box number and location of case files and miscellaneous documents microfilmed separate from case file.
- Researching, reviewing of files, items and/ or book records for Records for Disposal or Transfer Authorization, then offering accordingly to the State for approval when applicable. (may need consulting with the State Archivist regarding historical value)
- Maintain accurate and complete inventory of Microfiche. Review and verify microfiche after case files have been microfilmed; file in appropriate microfiche drawer and update Microfiche Index in Case File Index by Box Number as to location of master copies of microfiche stored with SOS – Records Management.

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 special projects, providing backup for other staff, participating in training, etc.

Physical Demands and Working Conditions: *The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.*

- Intermittent periods of standing, sitting, and walking.
- Required to reach with hands or arms, stoop, kneel, crouch, and some light occasional lifting in the file storage area for research purposes.
- Occasionally required to climb or balance; occasionally required to lift up to 50 pounds.
- Working on a computer and communicating with others; subject to frequent interruptions.
- Work in an office and court facility environment with a moderate noise level.

Supervision Exercised: *List jobs reporting to the subject position and level of supervisory authority.*

The primary function of this job is not in a supervisory capacity.

Knowledge, Skills, and Abilities:

The job requires knowledge of office management systems; personal computers and word processing; filing and records maintenance procedures; county specific terms; rules laws and procedures; general office, accounting, and bookkeeping; court policies and procedures; and a working knowledge of legal terminology, court deadlines, court documents, and accurate data entry.

Knowledge of methods, materials, and principles used for District Court procedures is preferred.

The job requires skill in professional communication, 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 read and understand statutes, keep matters confidential, work as part of a team, follow written and oral instructions, work in an environment requiring heavy multi-tasking, work under pressure, and handle continual distractions, schedule changes and inquiries requiring immediate decisions.

Also required is the ability to establish and maintain effective working relationships with employees, other departments and the public necessary; reason logically, pay attention to detail and be familiar with tools and equipment including computer, printer, typewriter, fax, ten-key calculator, telephone, photocopier, scanner, microfilm copier/reader, audio microphone and video conferencing equipment.

Education and Experience:

The job requires education and experience equivalent to a high school diploma or GED and four (4) years of varied clerical work experience. One year of legal related office experience, preferred.