

EMPLOYEE INVENTORY FORM DESCRIBING JOB DUTIES AND RESPONSIBILITIES

JOB TITLE:

Full-Time Justice Court Clerk

DEPARTMENT

Custer County Justice Court

IMMEDIATE SUPERVISOR AND TITLE:

Honorable Mark Hilderbrand, Justice of the Peace

DATE:

September 20, 2023

SUMMARY OF WORK:

Performs a variety of administrative and clerical duties requiring independent judgment to enhance court efficiency, impartiality and neutrality in order to promote equal access to the Court and the fair and just resolution of disputes; assumes all duties in the absence of fellow Clerk.

NATURE OF WORK:

Work performed indoors in Courthouse Annex, daily trips back and forth from Annex to Courthouse as needed, requires some travel for conferences and training. Position deals with sensitive information and adheres to strict standards of confidentiality; handles stressful, adverse and possibly volatile situations.

PERSONAL CONTACTS:

Work requires continuous contact with the public to provide information and instruction, coordination of duties with supervisor, fellow clerk, other agencies and departments.

SUPERVISION RECEIVED:

Provided by Justice of the Peace as needed.

ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES:

Administrative:

- Assists in administering civil (including Landlord/Tenant), criminal and small claims complaints, proceedings and dockets.
- Collects, receives, docket incoming filings, citations, complaints, civil filings.
- Prepares Court docket and files.
- Prepares files for Court use.
- Learns and uses Full Court Case Management program which requires constant ongoing training and updates from the Montana Supreme Court Administration
- Imports citations and related data entry daily using Full Court; requires interaction with multiple agencies issuing the citations (Fish and Game, County Sheriff, Highway Patrol, City Police, Motor Carrier Services, Dept. of Livestock, and Animal Control)
- Checks in parties for court appearances.
- Completes Search Warrants, Bench Warrants, Driver's License Suspension/Reinstatement, Subpoenas, Orders of Protection, Restraining Orders, ACT (alcohol treatment), Anger Management and other forms as required.
- Accurately enters information regarding files in Full Court
- Distributes documents and referrals as needed.
- Performs filing of documents, dockets, case files and case-related correspondence
- Completes record searches.
- Prepares correspondence and maintains records.
- Works with District Court and County Attorney to transfer cases from Justice Court
- Works with Juvenile Probation, Eastern Montana Community Mental Health Center and CNADA regarding court cases
- Monitors defendants to ensure completion of community service.
- Prepares reports to various criminal justice agencies, including law enforcement, Montana Department of Justice-Criminal Division, Motor Vehicles, NCIS and others.
- Created, maintains and updates the Justice Court webpage on the Custer County website.
- Regularly uses/accesses state websites including Montana Courts of Limited Jurisdiction, MT Courts Repository, MT ePass, MT State Law Library forms.
- Operates general office equipment, including computer system (word processing, spreadsheets, specialized court software, etc.), calculator, printer, copy machine, fax machine, scanner, postage machine, phone system, etc.
- Processes and distributes mail.
- Processes Failure to Pay, Failure to Comply and Failure to Appear notices.
- Maintains Court calendar, schedules hearings.
- Types, proofreads and distributes opinions, orders, docket entries, correspondence, forms, etc. of a specialized and confidential nature.
- Organizes and maintains filing system, including file retention and disposition as well as obtaining proper documentation for permission to destroy old files.
- Answers telephone calls, screens callers, takes messages, provides general information to the public, makes appropriate referrals to other offices and departments.
- Corresponds via email with other Courts to keep updated on the latest practices, procedures and data entry.
- Acts as a witness, if necessary, to weddings officiated in Judge's Chambers

Juror List:

- Imports and maintains juror list.
- Completes claim forms for witness and jury fees/costs.
- Performs jury related duties including juror lists, preparing and sending jury notices, checking jurors in and providing general assistance.
- Mails and tracks juror notices, excuses and absences

Courtroom Responsibilities:

- Ensures courtroom is set up appropriately.
- Attends court hearings, motions and trials as required by the Judge.
- Performs courtroom tasks including assisting the Judge, swearing in bailiff, witnesses and juries, marking exhibits and keeping minutes.

Supply Purchases:

- Completes purchase order forms.
- Tracks supply levels
- Orders approved office supplies.

Financial/Accounting/Bookkeeping:

- Records payments made for fines/fees/restitution, including assisting with online credit card payments.
- Records and maintains Time Pay records.
- Sends bond refund notices, works with District Court for bond case transfers.
- Performs banking duties such as daily deposit and related reports, reconciling bank statements, NSF checks, bonds, restitution payments received by the Court.
- Prepares end of month reports
- Prepares reports for local and state agencies.
- Prepares and follows department budget and claims.
- Works with Auditors

Customer Service:

- Responds to counter, telephone, written and email requests.
- Responds to requests from District Court, County Attorney, City Court, Prosecutors, Public Defenders, Private Attorneys, law enforcement, CNADA and others for assistance and information.
- Requires a substantial duty to serve and interact with the public and coworkers. Sometimes requires communication of complex and/or unpleasant information requiring the ability to remain tactful, calm, respectful, neutral, patient and tolerant under volatile/stressful situations.
- Maintains appropriate level of confidentiality.
- Assists in coordination of Court matters with District and City Courts
- Works regularly with confidential/sensitive information requiring a high ethical standard, discretion and integrity.

EDUCATION AND EXPERIENCE:

- High School Diploma or GED equivalent
- Experience in use of computers, software and office equipment
- Knowledge of bookkeeping: general office procedures: English, spelling, grammar skills; typing
- Requires general office experience with significant people skills.

JOB PERFORMANCE STANDARDS:

- Ability to learn and apply legal guidelines and procedures.
- Organize and prioritize workload.
- Deal tactfully with people.
- Communicate effectively verbally and in writing.
- Adhere to strict standards of confidentiality.
- Work under stress and meet deadlines.

ADDITIONAL INFORMATION ABOUT POSITION:

- Frequently requires sitting, speaking, hearing and seeing; walking including regular access from the Courthouse Annex to the Courthouse and back; use of hands to operate tools or controls, handle and feel objects; reaching with hands and arms.
- Occasionally lifts and/or moves up to 40 pounds.
- Specific vision abilities include close vision and the ability to adjust focus.
- Specific hearing abilities include answering the phone, interacting with other county employees, court users and the public.
- Specific speaking abilities include the ability to effectively answer the phone, interacting with other county employees, court users and the public.
- The noise level in the work environment is usually quiet, sometimes moderate.

These entries are accurate and complete to the best of my knowledge:

Employee Signature: _____

Date: _____

These entries have been reviewed and approved by:

Supervisor Signature: _____

Date: _____

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Full-Time Justice Court Clerk

DEPARTMENT

Custer County Justice Court

IMMEDIATE SUPERVISOR AND TITLE:

Honorable Mark Hilderbrand, Justice of the Peace

NOTE: No offer of employment will be issued to a candidate until after the completion of a criminal history and background check by the employer.

SUMMARY OF WORK:

Performs a variety of administrative and clerical duties requiring independent judgment to enhance court efficiency, impartiality and neutrality in order to promote equal access to the Court and the fair and just resolution of disputes; assumes all duties in the absence of fellow Clerk.

NATURE OF WORK:

Work performed indoors in Courthouse. Requires some travel for conferences and training as well as out-of-county court proceedings if necessary. Position deals with sensitive information and adheres to strict standards of confidentiality; handles stressful, adverse and possibly volatile situations.

PERSONAL CONTACTS:

Work requires continuous contact with the public to provide information and instruction, coordination of duties with supervisor, fellow clerk, other agencies and departments.

SUPERVISION RECEIVED:

Provided by Justice of the Peace as needed.

SUPERVISION EXERCISED:

May supervise community service workers or temporary employees as assigned.

ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES:

Administrative:

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- Accurately enters information regarding files in Full Court
- Distributes documents and referrals as needed.
- Performs filing of documents, dockets, case files and case-related correspondence
- Completes record searches.
- Prepares correspondence and maintains records.
- Works with District Court and County Attorney to transfer cases from Justice Court
- Works with Juvenile Probation, Eastern Montana Community Mental Health Center and CNADA regarding court cases
- Acts as a liaison between the judge and a variety of other City and County departments and other agencies as needed.
- Monitors defendants to ensure completion of community service.
- Prepares reports to various criminal justice agencies, including law enforcement, Montana Department of Justice-Criminal Division, Motor Vehicles, NCIS and others.
- Created, maintains and updates the Justice Court webpage on the Custer County website.
- Regularly uses/accesses state websites including Montana Courts of Limited Jurisdiction, MT Courts Repository, MT ePass, MT State Law Library forms.
- Operates general office equipment, including computer system (word processing, spreadsheets, specialized court software, etc.), 10-key calculator, printer, copy machine, fax machine, scanner, postage machine, phone system, etc.
- Processes and distributes mail.
- Processes Failure to Pay, Failure to Comply and Failure to Appear notices.
- Maintains Court calendar, schedules hearings.
- Types, proofreads and distributes opinions, orders, docket entries, correspondence, forms, etc. of a specialized and confidential nature.
- Organizes and maintains filing system, including file retention and disposition as well as obtaining proper documentation for permission to destroy old files.
- Answers telephone calls, screens callers, takes messages, provides general information to the public, makes appropriate referrals to other offices and departments.
- Corresponds via email with other Courts to keep updated on the latest practices, procedures and data entry.
- Acts as a witness, if necessary, to weddings officiated in Judge's Chambers

- May serve on a variety of employee committees.
- Observes work hours.

Juror List:

- Imports and maintains juror list.
- Completes claim forms for witness and jury fees/costs.
- Performs jury related duties including juror lists, preparing and sending jury notices, checking jurors in and providing general assistance.
- Mails and tracks juror notices, excuses and absences

Courtroom Responsibilities:

- Ensures courtroom is set up appropriately.
- Attends court hearings, motions and trials as required by the Judge.
- Performs courtroom tasks including assisting the Judge, swearing in bailiff, witnesses and juries, marking exhibits and keeping minutes.

Supply Purchases:

- Completes purchase order forms.
- Tracks supply levels
- Orders approved office supplies.

Financial/Accounting/Bookkeeping:

- Records payments made for fines/fees/restitution, including assisting with online credit card payments.
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Customer Service:

- Responds to counter, telephone, written and email requests.
- Responds to requests from District Court, County Attorney, City Court, Prosecutors, Public Defenders, Private Attorneys, law enforcement, CNADA and others for assistance and information.
- Requires a substantial duty to serve and interact with the public and coworkers. Sometimes requires communication of complex and/or unpleasant information requiring the ability to remain tactful, calm, respectful, neutral, patient and tolerant under volatile/stressful situations.
- Maintains appropriate level of confidentiality.

- Assists in coordination of Court matters with District and City Courts
- Works regularly with confidential/sensitive information requiring a high ethical standard, discretion and integrity.

EDUCATION AND EXPERIENCE:

- High School Diploma or GED equivalent
- Two years prior work experience in clerical, secretarial, paralegal or administrative work or any equivalent combination of education and experience
- Experience in use of computers, software and office equipment
- Knowledge of bookkeeping: general office procedures: English, spelling, grammar skills; typing
- Requires general office experience with significant people skills.

NECESSARY KNOWLEDGE AND ABILITIES:

- Considerable knowledge of general office procedures; working knowledge of legal language, guidelines and procedures or ability to learn same
- Effective communication with the public on a one-on-one daily basis
- Work effectively and maintain relation with employees, other departments, officials and the public.
- Skill in the operation of listed tools and equipment
- Basic bookkeeping practices
- Maintain accurate records.
- Type 40 wpm; strong English usage, grammar and punctuation
- Experience with Microsoft Office software (Word, Excel, Outlook, Windows)

JOB PERFORMANCE STANDARDS:

- Organize and prioritize workload.
- Deal tactfully with people.
- Communicate effectively verbally and in writing.
- Adhere to strict standards of confidentiality.
- Work under stress and meet deadlines.

ADDITIONAL INFORMATION ABOUT POSITION:

- Frequently requires sitting, speaking, hearing, seeing and walking; use of hands to operate tools or controls, handle and feel objects; reaching with hands and arms.
- Occasionally lifts and/or moves up to 40 pounds.

- Specific vision abilities include close vision and the ability to adjust focus.
- Specific hearing abilities include answering the phone, interacting with other county employees, court users and the public.
- Specific speaking abilities include the ability to effectively answer the phone, interacting with other county employees, court users and the public.
- The noise level in the work environment is usually quiet, sometimes moderate.
- The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.
- Work with many different cultures, respecting heritage and traditions

SELECTION GUIDELINES:

- Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.
- These duties are intended only as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.
- The job description does not constitute an employment agreement between the employer and employee and is subject to change as the needs of the employer and requirements of the job change.