



Custer County, Montana
1010 Main Street
Miles City, MT 59301

Justice Court Clerk Part-Time

July 2025

Custer County is an equal opportunity employer. Custer County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

This position description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change. Reasonable accommodations may be made to enable individuals with disabilities to perform any non-essential functions.

Job Title: Justice Court Clerk, Part-Time	FLSA Status: <input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt
Department: Custer County Justice Court Grade: 11 \$22.03	Reports to: Justice of the Peace Mark Hilderbrand

Job Summary: 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.

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

Supervision Received: Supervision by Justice of the Peace, as needed.

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

Administrative

- Assist in administering civil (including Landlord/Tenant), criminal and small claims complaints, proceedings and dockets
- Collects, receives, dockets incoming filings, citations, complaints, civil filings
- Prepares Court docket and files
- Prepares files for Court use
- Learns and uses Full Court Enterprise Case Management (FCE) program which requires constant ongoing training and updates from the Montana Supreme Court Administration

- Imports citations and related data entry dialing using FCE; 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)
- Check-in parties for court appearances
- Complete search warrants, bench warrants, driver's license suspension/reinstatement, subpoenas, orders of protection, ACT (alcohol treatment), anger management and other forms as required
- Accurately enters information regarding files in FCE
- Distributes documents and referrals as needed
- Performs filing of documents, dockets, case files, and case-related correspondence
- Completes record searches
- Prepare correspondence and maintain records
- Works with District Court and County Attorney to transfer case from Justice Court
- Works with Juvenile Probation, Eastern Montana Community Mental Health Center and CNADA regarding court cases
- Monitor defendants to ensure completion of community service
- Prepare reports to various criminal justice agencies, including law enforcement, Montana Department of Justice-Criminal Division, Motor Vehicles, NCIS and others
- Create, maintain and update the Justice Court webpage on the Custer Court website
- Regularly use/access state websites including Montana Courts of Limited Jurisdiction, MT Courts Repository, MT ePass, MT State Law Library forms
- Operate 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.
- Process and distribute mail
- Process failure to pay, failure to comply, and failure to appear notices
- Maintain Court calendar, schedule hearings
- Type, proofread and distribute opinions, orders, docket entries, correspondence, forms etc. of a specialized and confidential nature
- Organize and maintain filing system, including file retention and disposition as well as obtaining proper documentation for permission to destroy old files
- Answer telephone calls, screen callers, take messages, provides general information to the public, make appropriate referrals to other offices and departments
- Correspond via email to other Courts to keep updated on the latest practices, procedures, and data entry
- Act as a witness, if necessary, to weddings officiated in Judge's Chambers

Juror List

- Imports and maintain juror list
- Completes claim forms and witness and jury fees/costs
- Performs jury related duties including juror lists, preparing and sending jury notices, checking-in jurors, and provide general assistance
- Mail and track juror notices, excuses, and absences

Courtroom Responsibilities:

- Ensures courtroom is set up appropriately

- Attends court hearings, motions, and trials as required by Judge
- Preforms courtroom tasks including: assist the Judge, swearing in bailiff, witnesses and jurors, making exhibits and keeping minutes

Supply Purchases:

- Complete purchase order forms
- Track supply levels
- Order approved office supplies

Financial/Accounting/Bookkeeping:

- Record payments made for fines/fees/restitution, including as siting with online credit card payments
- Record and maintain Time Pay records
- Send bond refund notices, work with District Court for bond case transfers
- Preform banking duties such as regular deposit and related reports, reconcile bank statements, NSF checks, bonds, restitution payments received by the Court
- Prepare end of month reports
- Prepare reports for local and state agencies
- Prepare and follows department budget and claims
- Work with auditors

Customer Service:

- Respond to county, telephone, written and email requests
- Respond 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
- Maintain appropriate level of confidentiality
- Assist in coordination of Court matters with District and City Courts
- Works regularly with confidential/sensitive information requiring a high ethical stand, 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 work load
- 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; waling 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, interact with other county employees, court users, and the public
- The noise level in the work environment is usually quiet, sometimes moderate