BEAVERHEAD COUNTY
DEPUTY CLERK OF DISTRICT COURT

This is a **full-time** position. Hours may vary by need of the elected official and court calendar. There will be a six-month probation period. There is no written employment contract.

WAGE

Entry level: DOE

DESCRIPTION OF WORK

GENERAL DUTIES: Performs a variety of clerical activities of average difficulty which requires knowledge of office procedures and computer software plus excellent communication skills and the ability to help all customers with courtesy.

SUPERVISION RECEIVED: Works under general supervision of the Clerk of District Court. The person in this position sometimes works alone and must handle the jobs assigned to the elected official.

EXAMPLE OF DUTIES

This office maintains permanent legal records critical to the lives of county residents. Some are confidential. Tasks include the following:

- Receives, processes and files court documents.
- Follows established procedures and systems with some leeway granted for independent judgment when office procedures are unclear.
- Performs courtroom duties; prepares court minutes and records.
- Maintains a close, cooperative working relationship with all office staff, District Court judges, and other county employees.
- Has the ability to handle stressful situations.
- Prepares Court calendar, correspondence, forms and other material.
- Performs receptionist duties by answering the telephone, greeting the public, answering questions, receiving money.
- Operates office machines such as computer, copier, adding machine, microfilm reader, scanner and video conferencing equipment.
- Learns and uses new court-related software developed for the State of Montana.
- Must meet screening requirements to become certified by the U.S. Department of State to process passport applications.
- Issues marriage licenses.
- All other duties assigned.

MINIMUM QUALIFICATIONS

- Willingness to learn and follow all laws related to the offices of the Clerk of District Court.
- Unwavering ability to maintain confidential information.
- Ability to understand and follow written and oral instructions.
- Ability to learn court policies, procedures, documents and terminology affecting the office.
- Knowledge of Microsoft Office software and the ability to learn court-specific software.
- Excellent writing, grammar and other communication skills.
- Ability to maintain filing and information retrieval systems.
- Knowledge of basic financial record-keeping. Must have skills sufficient to take and receipt cash, accurately calculate and give change and perform calculations using addition, subtraction, multiplication and division.
- Willingness to accept varied work assignments.

EDUCATION & EXPERIENCE

- High school diploma or GED equivalent.
- Secretarial or professional office experience.
- Proficiency in basic office skills, computers and customer service.

DISTINGUISHING CHARACTERISTICS

- Can research and troubleshoot problems.
- Can assist difficult clients in a professional manner.
- Can meet deadlines.
- Punctual and reliable.

ADDITIONAL REQUIREMENTS

- Ability to sit or stand for extended periods of time.
- Normal manual dexterity and eye-hand coordination.
- Ability to lift boxes of stored documents weighing up to 30+ pounds.
- Ability to safely use a ladder for storing and retrieving files & heavy boxes & books.
- Ability to tolerate exposure to evidence and testimony that may be disturbing, such as photographs of murder scenes and victims.
- Ability to professionally interact with defendants, witnesses, counsel and public who may be verbally or physically abusive.
- Ability to bear allergens such as perfumes, dust, and unpleasant odors such as unwashed clothing, chemicals offered into evidence and unwashed people.
- Ability to dress appropriately for court.