

## JUSTICE OF THE PEACE

Blaine County has an opening for a Justice of the Peace. Applicants may pick up a job description and an Application from the Blaine County Human Resource Office on the 3<sup>rd</sup> floor of the Blaine County Courthouse or from Job Service, in Havre, MT. The job description and application are also available online at [www.blainecounty-mt.gov](http://www.blainecounty-mt.gov). All applicants must use a Blaine County Application. Applications must be submitted to the Blaine County Human Resource Office no later than **4:00 p.m. on Friday, December 1, 2023.**

Blaine County is an Equal Opportunity Employer.

## BLAINE COUNTY

### POSITION DESCRIPTION

**POSITION:** Justice of the Peace

**SUMMARY OF WORK:** The Blaine County Justice of the Peace must perform such duties as are prescribed in this chapter, chapter 31 of Title 25, and Title 27 and any other duties prescribed by law.

Blaine County Justice Court is a Court of Limited Jurisdiction that handles traffic citations, fish and game violations, misdemeanor criminal cases, alcohol involving juveniles, and preliminary hearings for all felony cases. The Justice of the Peace also presides over civil cases for award amounts up to \$15,000, small claims cases valued up to \$7,000, landlord/tenant disputes, local ordinances, forcible entry and detainer, protection orders, certain issues involving juveniles, and other matters.

The Justice of the Peace is an elected position, with four-year terms. The Justice of the Peace is not required to be an attorney; however, the Justice of the Peace must attend two Supreme Court-supervised training conferences each year and pass a Certification Examination each term.

**JOB CHARACTERISTICS:**

**Essential Functions:** This position requires:

- Ability to communicate orally and in writing.
- Public speaking.
- Public relations.
- Ability to operate a computer and other office machines.
- Overnight travel for training and workshops, as needed.
- Sitting at desk using keyboards for an extended period of time.
- Filing, indexing and retrieval materials.
- Interpret and apply Montana Law to cases within its jurisdiction.
- Listens to and processing arguments from attorneys and pro se litigants and make decisions on the matters before the Court.
- Ability to work effectively with people with a variety of culturally diverse backgrounds.
- Ability to maintain staff confidentiality.
- Ability to hold Zoom hearings when necessary

**Working Conditions:** Duties are primarily performed in an office environment while sitting or standing at a desk or computer terminal. Some physical effort, including lifting, is required. Must have visual, physical, and technical ability to independently use a computer, photocopier, scanner, and fax machine; requires occasional stooping,

kneeling, crouching; requires regular standing, walking, sitting, talking and hearing. Automobile driving and overnight travel required.

**JOB REQUIREMENTS, ACCOUNTABILITY AND PERFORMANCE:**

The successful applicant is required to have the following qualifications and perform the following tasks to maintain the office:

- The voting age required by the Montana constitution;
- A citizen of the state;
- an elector of Blaine County;
- Must reside in Blaine County;
- Must be elected by the qualified electors of Blaine County at the general state election immediately preceding the expiration of the term of office of the justice of the peace's predecessor.
- Under the supervision of the supreme court, a course of study must be presented within 6 months of appointment.
- Justice of the Peace shall attend two mandatory annual training sessions supervised by the supreme court. Failure to attend disqualifies the justice of the peace from office and creates a vacancy in the office.
- Take and pass a Certification Examination each term in office.

**JUSTICE OF THE PEACE  
Position Fact Sheet**

Salary: \$ 29.29 per hour: \$ 61,157.52 annually

Health Insurance: County contributes \$1,200 towards health insurance. A variety of plans are available. Employees have the option to add family members at employee's expense.

Dental Insurance: Available at employee's expense

Vision Insurance: Available at employee's expense

Retirement: Public Employee Retirement System (PERS)  
7.9% Contribution of Employee Wages  
9.07% Contribution by County