

Justice of the Peace Court Administrator

Blaine County has an opening for a Justice of the Peace Court Administrator. Applicants may pick up a job description and an Application from the Blaine County Human Resource Office on the 3rd 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. 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 Wednesday, January 3, 2024.**

Blaine County is an Equal Opportunity Employer.

**BLAINE COUNTY
POSITION DESCRIPTION**

POSITION: Justice of the Peace Court Administrator

DEPARTMENT: Blaine County Justice Court

ACCOUNTABLE TO: Blaine County Justice of the Peace

HOURS OF WORK: Monday – Friday; 8 a.m. – 5 p.m.
with a 1-hour lunch break.

Job Summary: The Justice of the Peace Court Administrator performs a wide variety of clerical, administrative and legal support duties associated with the handling of all documents and fees which pass through the office; the scheduling of hearings, trials and jurors; preparing reports; performing any related work as required or instructed.

Nature of work: This position is a highly responsible clerical, administrative and legal support job that includes performing moderate and complex duties associated with the operation of the Justice Court, such as scheduling, maintaining court files, performing clerical duties both manually and electronically, and maintaining financial payments. The job deals with both public information and sensitive information that requires adherence to standards of confidentiality and requires attention to detail and timeliness. Excellent organizational skills and sound judgment are beneficial. The job may be stressful at times.

Personal Contacts: Daily contact with the Justice of the Peace, Court Compliance Officer, other employees, and the public.

Supervision: Supervision from the Blaine County Justice of the Peace in the form of frequent contact by face to face, telephone, or email as needed.

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

- Ability to effectively communicate orally and in writing.
- Assist customers and the public in a professional manner, being courteous, helpful, patient and kind.
- Ability to establish and maintain effective working relationships with employees, other agencies, and the public.
- Ability to follow written and verbal instruction.
- Make appropriate decisions.
- To locate, apply and interpret applicable laws.
- Ability to provide legal information to plaintiffs and defendants through the Justice Court process without providing legal advice.
- Maintain records.

- Administer oaths.
- Schedule hearings.
- Search records.
- Balance books.
- Supervise defendants' compliance with court ordered conditions.
- May be required to collect UAs and or order testing by law enforcement for suspicion of alcohol and/or drug use by defendants.
- Operate the Full Court Case Management System, Full Court Jury Program, and Microsoft Word.
- File and scan documents.
- Operate standard office equipment.
- Notify Defendants by Summons and Show Cause Orders of delinquencies or deficiencies in complying with valid court orders issued by any court facilitated by this position. (i.e. – Justice Courts, Municipal Courts, City Courts, District Courts, Juvenile Probation.)
- Attending Court proceedings, swearing in all witnesses, operating the tape recorder, and taking notes to properly type the Order/Sentence or Judgments as per the Judge's verbal Order.
- Travel to occasional training and other courts within Blaine County.
- Conduct criminal record checks in accordance with deferred sentences.
- Create correspondence and manage the distribution of copies of all case files to attorneys and defendants.
- Manage civil and small claims proceedings by filing the complaints, setting them for trial and typing all summons, judgments, and executions necessary.
- Advising clients and defendants of the process and procedures in filing civil and small claims cases.
- Keeping accurate records of all court proceedings, citations, and their dispositions.
- Receipting money and seeing that it is distributed to the proper accounts along with managing monthly/yearly reports and budgets.
- Setting trials, managing the court calendar and the Judge's schedule.
- Summoning a jury and/or canceling a jury and attending to the jurors' needs during jury selection and the trial proceeding.
- Creating order/sentences, warrants of arrest and other miscellaneous documents.
- Keeping the Sheriff's Office, Highway Patrol, and City Policy Departments updated with current warrant of arrests issued by the Court.
- Maintain appropriate security and confidentiality of information created or encountered in the performance of assigned duties.

- General reception duties; answer multi-line telephone.
- Schedule video hearings and operation of ZOOM 2-way video equipment.
- May, at times, be expected to perform Pro Tempore Judge duties.
- Organize and prepare new case files in accordance with established procedures.
- Draft warrants of arrest for non-compliance and delivering to law enforcement for entry into CJIN and NCIC.
- Maintaining the Court checking account and check book. Making bank deposits as needed and performing basic accounting duties.
- Receiving all monies collected for fines, filing fees, restitution, etc., with monthly disbursements of monies to the County Treasurer and disbursement of restitution to victims.
- Correspond with prosecutors, defense attorneys and pro se litigants. Distribute copies of appropriate documents to attorneys and defendants.
- Setting trials, managing the court calendar and the judge's schedule.

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.

- Work requires the ability to speak clearly, hear, physically manipulate telephone and computer equipment.
- Sitting, standing, walking, squatting/kneeling, reaching, grasping, pushing/pulling, twisting/bending, and occasionally lifting/carrying up to 25-50 lbs.

Knowledge, Skills and Abilities:

- **Knowledge:** Working knowledge of office practices and procedures, business English, spelling and arithmetic, bookkeeping, record keeping and accounting procedures. The job requires knowledge of public service activities; the organization, policies and methods of county government; the proper use and care of telephone equipment; basic mathematics; the English language, spelling and word usage; and the geography of the county including the locations of towns, cities and communities, major and minor roadways/highway and like information.
- **Skills:** This position requires skills in keyboarding, calculator, computer (Microsoft Word, Outlook, Excel), microfilm readers, scanners and use of typical office machines.
- **Abilities:** This position requires the ability to: focus on details and accuracy; deal with the public in often stressful situations; perform duties in a timely manner; use discretion; maintain confidentiality; have common sense; schedule and coordinate; communicate effectively orally and in writing; follow verbal and written instructions; establish effective working relationship with fellow employees, supervisors and the public.

Job Performance Standards: Evaluation of this position will be based primarily upon the preceding job description requirements and duties. Examples of job performance standards include, but are not limited to, the following:

- Perform duties as assigned.
- Accurately and in a timely manner, process court documents.
- Helps maintain an efficient and effective office environment.
- Ensures the confidentiality of court records and proceedings.
- Observes work hours.
- Demonstrates punctuality.
- Displays tact, consideration and cooperation when dealing with the public.
- Establishes and maintains an effective working relationship with fellow employees, supervisors, and the public.

Education and Experience:

- The job **requires** education and experience equivalent to a high school diploma or General Education Development (GED) certificate.

**JUSTICE OF THE PEACE
COURT ADMINISTRATOR
Position Fact Sheet**

Work Week:	Monday – Friday, 8:00 – 5:00, with a 1-hour lunchbreak. Modification of the work week may occur depending on weather conditions and is at the discretion of the supervisor.
Salary:	\$26.36 per hour: \$54,812.16 annually ***85% is for the first six (6) months: \$22.41 an hour ***90% is for month 7 to 12: \$23.72 per hour
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
Vacation Leave:	Employee earns 10 hours per month (eligible for use after 180 days of continuous employment)
Sick Leave:	Employee earns 8 hours per month (eligible for use after 90 days of continuous employment)
Probationary Period:	12 months