

**DEPUTY CLERK OF DISTRICT COURT  
PART-TIME**

Blaine County has an opening for a Deputy Clerk of District Court (PART-TIME-100 hours/month). 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, NOVEMBER 1, 2024.**

Blaine County is an Equal Opportunity Employer.

**BLAINE COUNTY  
POSITION DESCRIPTION**

**POSITION:** Deputy Clerk of District Court – Part Time  
Will work 100 hours/month

**DEPARTMENT:** Blaine County District Court

**ACCOUNTABLE TO:** Blaine County Clerk of District Court

**UPDATED:** October 4, 2024

**PLEASE COMPLETE THE FOLLOWING TESTS AND ATTACH THE RESULTS:**

- **TYPING TEST – SHOWING SPEED/ACCURACY**

**SUMMARY OF WORK:** The office of the Clerk of District Court is a constitutional office. The duties and records to be kept by the Clerk of District Court are covered in Title 3, Chapter 5, Part 5, MCA. There are also numerous other duties set forth throughout the statutes, which are listed in the General Index under “*Clerk of District Court*” and under “*County Officers*”, see Title 7, Chapter 4, Part 22, MCA. The Clerk of District Court is the official keeper of all District Court records for the County and is responsible for performing a multitude of wide-ranging clerical duties with accuracy, timeliness and with respect to confidentiality. These records include Adoption, Civil, Criminal, Dependent and Neglect, Domestic Relations, Guardianship, Juvenile, Paternity, Probate and Sanity cases. The Clerk also issues, files, and records all marriage license applications and licenses.

The Deputy Clerk of District Court 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, issuing marriage licenses, serving as Deputy Jury Commissioner, and assuming duties in the absence of the Clerk of District Court; performing any related work as required or instructed. Each person in the office is expected to fill in and assist one another in the orderly and efficient performance and operation of the office.

**JOB CHARACTERISTICS:**

**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 District Court, such as scheduling, maintaining court files, performing clerical duties both manually and electronically, and maintaining financial payments and

trust funds. 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 Clerk of District Court, the District Court Judge, other employees, and the public.

**Supervision Received:** Supervision from the Blaine County Clerk of District Court in the form of frequent contact by face to face, telephone, or email as needed.

**ESSENTIAL FUNCTIONS:** This position includes, but is not limited to:

- 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 District Court process without providing legal advice.
- Maintain records.
- Administer oaths.
- Schedule hearings.
- Search records.
- Balance books.
- Operate the Full Court Case Management System, Full Court Jury Program, Microsoft Word, and Vital Statistics Bureau Marriage License Program.
- File and scan documents.
- Operate standard office equipment.
- Physically access high and low shelves and carry heavy books.

**AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:**

A well-managed and coordinated Clerk of Court's office makes for a smoother-running court system. It is here where actions are initiated, the files and records are maintained, and final dispositions are records.

The office receives and files case-opening and subsequent documents from attorneys and pro se litigants; issues summons, subpoenas and citations, if applicable; prepares receipts for fees received; date-stamp, file, register, scan and email documents; enter decrees and judgments in judgment docket; maintain caseload records; charge appropriate fees for court services; serve orders issued by the Court to counsel/parties of record; issue notices of rulings; and prepare monthly reports, all of these both manually and electronically.

The office schedules hearing and answers inquires on scheduling, maintains the court calendar, serves as clerk at court hearings and trials, administers oaths, maintains exhibits; assists the Court and compiles minutes of the proceedings and assists in all Court related duties; schedules activities in the courtroom, jury or conference rooms.

The office keeps and maintains the Clerk's fee book, issues receipts and warrants, and court fees received. There are reports to be submitted to various offices and agencies.

The office electronically prepares master lists of potential jurors each year, mails questionnaires, maintains returned questionnaires; draws and compiles lists of individual trial jurors and distributes them to counsel; prepares jury summons; prepares jury certificates; acts as an extra bailiff, if needed; issues warrants paying per diem and mileage to jurors and witnesses, reports payments to the Blaine County Clerk and Recorder, Treasurer, and the Supreme Court Administrators Office, and assists in any miscellaneous duties during trials.

### **PHYSICAL REQUIRMENTS:**

Sitting, standing, walking, squatting/kneeling, reaching, grasping, pushing/pulling, twisting/bending, and occasionally lifting/carrying up to 25/50 lbs.

### **REQUIRED KNOWLEDGE AND SKILLS**

**Knowledge:** Working knowledge of office practices and procedures, business English, spelling and arithmetic, bookkeeping, record keeping and accounting procedures.

**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 required knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to graduation from high school and two to three (2-3) years' related experience.

**Deputy Clerk of District Court  
Part-Time  
Position Fact Sheet**

Work Week: Monday – Friday, 8:00 – 5:00, with a 1-hour lunchbreak.  
**Will work 100 hours/month**  
Modification of work week is at the discretion of the supervisor.

Salary: \$27.36 per hour

\*\*\*85% is for the first six (6) months:  
\$23.26 an hour

\*\*\*90% is for month 7 to 12:  
\$24.63 per hour

Health Insurance: County contributes \$1,300 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

Pro-Rated  
Vacation Leave: Employee earns  $.058 \times$  number of hours worked per month (eligible for use after 180 days of continuous employment)

Pro-Rated  
Sick Leave: Employee earns  $.04615 \times$  number of hours worked per month (eligible for use after 90 days of continuous employment)

Probationary Period: 12 months