

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

Blaine County has an opening for a Deputy Clerk of District Court (PART-TIME 87 hours/month). 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. **POSITION IS OPEN UNTIL FILLED.**

Blaine County is an Equal Opportunity Employer.

**BLAINE COUNTY
POSITION DESCRIPTION**

POSITION: Deputy Clerk of District Court – Part Time
Will work 87 hours/month

DEPARTMENT: Blaine County District Court

ACCOUNTABLE TO: Blaine County Clerk of District Court

UPDATED: December, 2025

SUMMARY OF WORK: Processes and maintains court documents and records; prepares reports; takes over duties of Clerk in Clerk's absence.

JOB CHARACTERISTICS:

Nature of Work: This position performs administrative and clerical duties requiring adherence to standards of accuracy, timeliness and confidentiality. Position occasionally works outside normal hours for hearings or trials.

Personal Contacts: Continuous contact with the public to process documents and provide information; position greets Court Judge, lawyers and people for Court. Takes paperwork to various departments within the Courthouse and delivers faxes and emails as they come in.

Supervision Received: Works under the general supervision of the Clerk of Court.

Essential Functions: Position requires ability to communicate orally and in writing, assist in the courtroom, type, file, manage files and records, calculate, prepare reports, retrieve and return heavy books, climb stairs, and operate office machinery.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

Takes the place of the Clerk in the Clerk's absence.

Keeps court records; opens cases, files, records and enters cases into the computer, certifies documents, issues summons, issues marriage licenses, receives child support payments and other payments, issues checks for support and other payments. Retrieves and puts away folders of cases daily, updates folders, and prepares folders for new cases. Communicates new filing to the Judicial Assistant.

For the Court; swears in witnesses, keeps tracks of exhibits, records all court proceedings and prepares the calendar for sessions. Draws jury panels for the year and notifies persons. Draws jury panels for scheduled trials and notifies potential jurors.

Prepares monthly reports on divorces and sends them to the Bureau of Vital Records and Statistics and the Montana Department of Health and Environmental Sciences in Helena.

Scans and images all filed documents. Performs other duties as needed.

JOB REQUIREMENTS:

Knowledge: Knowledge of court procedure, rules and regulations, knowledge of legal terms and documents is preferable. This position also requires knowledge of office procedures and use of office machines.

Skills: This position requires skills in record-keeping, typing, and the operation of office equipment including a computer.

Abilities: This position requires the ability to pay attention to the accuracy and timeliness of documents; maintain standards of confidentiality and integrity; acquire complex knowledge and apply legal guidelines; prepare reports; communicate effectively orally and in writing; follow verbal and written instructions; lift heavy books; establish effective working relationships with fellow employees, public officials, attorneys and the general public.

EDUCATION AND EXPERIENCE:

The above knowledge, skills and abilities are typically acquired through a combination of education and experience equivalent to:

- A High School diploma or GED.
- Experience in secretarial skills and use of office equipment required.
- Experience working with the public is required.

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:

- Performs duties, as assigned.
- Accurately and in a timely manner processes court documents.
- Receives and processes child support payments and other payments in accordance with established procedures.
- Helps maintain an efficient and effective office environment.

- Ensures the confidentiality of court records and proceedings.
- Prepares Court Calendar.
- Accurately records proceedings of Court.
- Maintains accurate and up-to-date court files and records.
- Prepares and submits accurate and timely reports.
- 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.

PHYSICAL REQUIREMENTS:

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

**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 87 hours/month Modification of work week is at the discretion of the supervisor.
Salary:	\$28.36 per hour ***85% is for the first six (6) months: \$24.11 an hour ***90% is for month 7 to 12: \$25.52 per hour
Health Insurance:	County contributes \$1,450.00 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 x number of hours worked per month (eligible for use after 180 days of continuous employment)
Pro-Rated Sick Leave:	Employee earns .04615 x number of hours worked per month (eligible for use after 90 days of continuous employment)
Probationary Period:	12 months