

Title: **Justice Court Clerk**

Job Number: 10222684

Date Taken: 07/25/2016

Close Date: 08/08/2016

Salary: 11.00 - per Hour

Hours: 8 am to 5 pm/M-F

POLSON, MT 598602125

Job Description

QUALIFICATIONS: Must have at least 2 years of clerical support experience working with the public; must be knowledgeable in book and record keeping, accounting, Microsoft Office software, Internet and e-mail usage, and computer data entry; must possess typing and filing skills; excellent customer service skills; and the ability to operate office equipment. Must possess the ability to accurately count money, balance, and make change; maintain confidentiality; work independently; and maintain accuracy in a busy work environment. At least one year of legal experience and knowledge of court proceedings in legal terminology is preferred. Must pass a background check with no arrestable offenses.

DUTIES: Process criminal, traffic, civil, small claims, and protection complaints; enter and maintain citations; maintain calendar and schedule hearings; process mail; maintain files and paperwork; collect and record transactions; update documents; conduct bailiff duties; respond to public requests; assemble and record documents; process paperwork and payments; ensure that documents adhere to requirements; process writs of execution, satisfactions of judgment, orders of dismissals, and district court transfers; obtain confidential information; track records; process disposition reports; reconcile check book, invoice payment claims, and prepare monthly distribution checks; provide excellent customer service; and perform other duties as assigned.

Benefits

Benefits available.

Referral Instructions

The employer is Lake County. To apply, submit a Lake County Application to the Lake County Job Service. Applications are available at the Job Service or online at <http://www.lakemt.gov/>

Website: <http://www.lakemt.gov/employment/employment.html>

Employer Name

LAKE COUNTY