Lake County
Job Opening

The Lake County Justice Court is accepting applications for:

Justice Court Clerk

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.

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.

Hours: Monday – Friday 8 – 5

Wage: $11.00 per hour – This is covered union position

Applications are available online at www.lakemt.gov or the Lake County Human Resources office. Applications must be turned into Lake County Job Service or to Lake County Human Resources by 5:00 p.m. September 10, 2015.

Lake County is an Equal Opportunity Employer.