

**STILLWATER COUNTY**  
**Job Description**

**CLASS TITLE:** Court Clerk

**DEPARTMENT:** Clerk of Court

**ACCOUNTABLE TO:** Clerk of Court

**PRIMARY OBJECTIVE OF POSITION:** Under general supervision, performs a variety of routine tasks in assisting the Clerk of Court; work varies and may require moderate individual judgment within established procedures in the preparation of and assembling of documents for the Court.

**ESSENTIAL JOB FUNCTIONS:**

- Physical demands are limited requiring bending, stooping, reaching, climbing, prolonged sitting, and lifting up to 35#s (greater with assistance).
- Must be able to communicate orally and in writing with clarity; Work entails extensive reading requiring sufficient vision to read and file legal documents;
- Work is performed in an office or court setting and a controllable atmosphere;
- Possess a valid Montana Operator's License.

**MAJOR AREA OF ACCOUNTABILITY AND PERFORMANCE:**

- Performs maintenance of Trust Accounts, including journals and other subsidiary ledger accounts;
- Accounts for funds received, collects fines, bail bonds, and fees;
- Prepares and enters data into computers;
- Verifies, analyzes, and reconciles accounts;
- Keeps records and checks for accuracy on all bonds and fines;
- Answers the phones and gives information to public;
- Maintains juror lists, microfilm records, and maintains files of civil, probate, criminal, adoption, juvenile cases, and sanity records;
- Takes information and issues marriage licenses;
- Work may require working overtime on Law and Motion days and Jury trials. Maintains Court Calendar;
- When applicable, performs the functions of the Clerk of Court, collects and delivers documents and reports on cases coming before the court;
- Schedules cases, delivers records to attorneys and sheriff's department, delivers prepared subpoenas and executions to Sheriff for service, and provides for the safekeeping of evidence in custody of the Court;
- Performs related duties as required.
- Initiates routine monthly and annual reports and records;
- Work is performed in an office where lifting of cumbersome records and reports may be required.

**CLASS TITLE: Court Clerk (continued)**

- Routinely handles, or is responsible for, funds of a moderate amount;
- Contact with the public is frequent requiring tact and diplomacy, and involving communication of complex information;
- Position requires the complete understanding of the necessity for confidentiality;

**SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:** Supervises one (1) Clerk unless acting in the absence of the Clerk of Court by assignment.

**EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:**

- High school graduation or its equivalent supplemented by secretarial, bookkeeping, record keeping, and office skills training; Associates Degree preferred; PLUS
- Three (3) years of experience using office skills and meeting with the public, supervisory experience desirable with one (1) year of experience in the legal system desirable;
- Computer experience required;
- Possession of a valid Montana Operator's License.

**EXAMPLES OF PERFORMANCE CRITERIA AND EXPECTATIONS:**

- Posts to and maintains books properly and in accordance with established court procedures and practices;
- Follows and carries out established court procedures; and keeps appropriate information in a confidential manner;
- Establishes and maintains effective relations with citizens, law enforcement personnel, attorneys, and co-workers;
- May prepare certain orders for the Judge's signature such as Motions to Dismiss orders, Requests to Destroy Exhibits, and Orders closing Probates;
- May be required to handle irate customers in a professional manner; and
- Performs other duties as may be assigned.

**Reasonable accommodations may be made to enable individuals with disabilities to perform any non-essential job function.**

**Written 2-22-2017**