

CITY OF HARDIN VACANCY ANNOUNCEMENT

CLASS TITLE: City Court Clerk I - Full Time

PRIMARY OBJECTIVE OF POSITION: Under limited supervision, performs moderately complex clerical and secretarial duties; work varies and requires individual judgment within well defined legal procedures in the preparation and assembling of documents for the City Court.

PHYSICAL REQUIREMENTS: Physical requirements include climbing (limited), walking, bending, stooping, and lifting up to 35#s (greater with assistance).

ESSENTIAL JOB FUNCTIONS: Performs duties of Court Clerk, receptionist, secretary and bookkeeper for the City Court. Accounts for funds received, and maintains accurate records of fines, bail monies, bonds, and time payments; enters citation data daily in the computer; fills out dispositions for citations, formal criminal charges, prepares paperwork for arraignment and trials in the court and performs related duties as required.

Contact with the public requiring appropriate business attire, professionalism and involving communication of complex information with confidentiality.

EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS: High School graduate or equivalent; knowledge of modern office equipment and procedures with demonstrated spelling and grammar skills; bookkeeping knowledge and experience preferred; computer experience and skills required; experience with maintaining filing systems; and ability to meet and deal with the public in a courteous professional manner. Testing may be required of anyone new to the Full Court System. An applicant must be able to pass financial and criminal background checks and not be convicted of any felonies.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment of the position. Will perform such other assignments as may be directed in the day to day operations of the City.

Entry Level Salary: \$14.33 - per hour DOE

Benefits include: Holiday, Sick, Vacation, Health/Dental/Vision and Retirement

Application Closing Date: Position open until filled.

Required Application Materials and Forms: Complete City of Hardin Job Application.

Hours: This is a Full-Time position.

Union Position may be available.

APPLICATIONS available:

City of Hardin
406 N Cheyenne
Hardin MT 59034
665-9292

Or <http://www.hardinmt.com/Wanted.html>

Complete job description available upon request

E.O.E., and Drug and Alcohol-Free workplace. Pre – Employment Drug & Alcohol testing is required. Applicant is Subject to a Background Check.

CITY OF HARDIN

CLASS TITLE: City Court Clerk I - Full - Time

ACCOUNTABLE TO: City Judge

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Contact with the public requiring appropriate business attire, professionalism and involving communication of complex information with confidentiality.

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS: Normally none. However may need to supervise other office staff as assigned.

EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS: High School graduate or equivalent; knowledge of modern office equipment and procedures with demonstrated spelling and grammar skills; bookkeeping knowledge and experience preferred; computer experience and skills required; experience with maintaining filing systems; and ability to meet and deal with the public in a courteous professional manner. Testing may be required of anyone new to the Full Court System. An applicant must be able to pass financial and criminal background checks and not be convicted of any felonies.

EXAMPLES OF PERFORMANCE CRITERIA AND EXPECTATIONS:

Maintain public integrity in the court system with confidentiality, collegiality, and professionalism.

Maintain court calendar, books, and all court records and documents, and manage all funds.

Establishes and maintains effective relations with the public, law enforcement, attorneys, and co-workers.

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