

# CITY OF HARDIN

## VACANCY ANNOUNCEMENT

**CLASS TITLE:** City Court Clerk I to Court Clerk IV - 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.

**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.

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

**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. Must acquire NCIC/CJIN Security and Integrity Certification after hire.

**Court Clerk II:** Requires proficiency obtained by two years of City service as a Court Clerk I and Court Clerk III requires proficiency in at least 10 years City service or equivalent.

**Court Clerk III:** Requires proficiency obtained by six years of City service as a Court Clerk I and II, or similar service as approved by the Mayor and the City Judge. May be responsible for work of one other person, as determined by the City Judge.

**Court Clerk IV:** Requires proficiency obtained by at least fifteen years of City service as a Court Clerk I, II, or III, or similar service as approved by the Mayor and City Judge. May be responsible for work of one other person as determined by the City Judge.

**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 Salaries DOE: **Court Clerk I:** \$14.76 **II:** \$17.09 **III:** \$18.25 **IV:** \$21.16

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 to Court Clerk IV - Full - Time

**ACCOUNTABLE TO:** City Judge

**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.

**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.

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

**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. Must acquire NCIC/CJIN Security and Integrity Certification after hire.

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### **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.

**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.**