

RECRUITMENT BULLETIN

BIG HORN COUNTY

ATTN: Human Resources

P.O. BOX 908

HARDIN, MT 59034

RECRUITMENT NO.	OPENING DATE	CLOSING DATE
18-29	December 6, 2018	December 21, 2018

POSITION: Justice Court Clerk II

LOCATION: Big Horn County Courthouse, Hardin, MT

SALARY: \$12.60 per hour, plus benefits

DUTY HOURS: 8:00 a.m. - 5:00 p.m., M-F

MAJOR DUTIES: Under limited supervision, performs complex clerical and secretarial duties with accuracy, detail and timelines; performs secretarial and bookkeeping for the Justice Court; opens and closes files of all Criminal and Civil cases, Small Claims, and Restraining Orders in Justice Court; maintains and files legal documents; Clerks hearings and trials for Justice Court; prepares minutes and necessary documents after the hearings; collects cash fines and bonds on a daily basis, accounts for funds received; prepares daily bank deposits; answers the telephones and gives information to the public, plaintiffs, defendants, prosecutors and other attorneys; other duties as assigned.

QUALIFICATIONS: High school graduate or equivalent; two (2) years demonstrated experience with office equipment and bookkeeping; must demonstrate proper use of grammar and spelling; must possess the ability to meet the public and communicate with understanding, clarity, and tact, and must maintain confidentiality; physical requirements include bending, limited climbing, walking, stooping, prolonged sitting and lifting up to 35#s (greater with assistance). Must possess a valid Montana driver license and be an insurable driver.

PRE-EMPLOYMENT

TESTING: The successful applicant must undergo pre-employment drug and alcohol testing.

DISTRIBUTION: Countywide

HOW TO APPLY: Submit a Big Horn County application to the Human Resources Office, Room 302, Courthouse or to the mailing address listed above. For application, call (406) 665-9735 or email rjohnson@bighorncountymt.gov. Job description available upon request.

DEADLINE: Applications must be received or postmarked no later than the close of business on the closing date specified above.

BIG HORN COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. NOTHING IN THIS RECRUITMENT BULLETIN IS INTENDED TO GUARANTEE CONTINUED EMPLOYMENT. IF YOU ARE CLAIMING PREFERENCE, PLEASE SUBMIT PROOF WITH YOUR APPLICATION.

Publish: December 6, 2018

Bill to: Big Horn County Justice of the Peace