

**CITY OF KALISPELL
JOB DESCRIPTION
AN EQUAL OPPORTUNITY EMPLOYER**

Class Title: **Court Clerk**
Department: Kalispell Municipal Court
Union: American Federation of State, County, and Municipal Employees (AFSCME)
Salary: \$17.64 hr
Benefits: 100% paid health insurance for employee & reduced rates for dependents. State retirement plan, 3-weeks' vacation, paid sick leave, 10 State and Federal holidays. This position may be participating in a *VEBA program.
FLSA Status: Non-Exempt
Date: May 23, 2022

I. GENERAL PURPOSE:

Performs a wide variety of routine and complex administrative and clerical tasks for Kalispell Municipal Court. Responsible for case management functions and daily balance of general fund acct. Work varies, requiring interpretive judgment within prescribed standards and procedures. Has significant opportunity for discretion and independent judgment.

II. SUPERVISION RECEIVED:

Works under the supervision of the elected Kalispell Municipal Court Judge and Court Administrator.

III. SUPERVISION EXERCISED:

None.

IV. ESSENTIAL DUTIES AND RESPONSIBILITIES (90%):

- a. Assists in administering criminal proceedings and docketing. Prepares correspondence and maintains records according to adopted court procedures.
- b. Responsible for scanning and properly filing court documents according to State of Montana document retention schedule.
- c. Processes deferrals, jail sentences, and failures to comply with court orders.
- d. Assists in the coordination of court matters with defendants, defense counsel, city prosecutor, police department, detention center, alcohol counseling agencies and other levels of the criminal justice administration system.
- e. Receipts, deposits and accounts for monies for fines, forfeitures, and reimbursements.
- f. Receives, logs and indexes incoming citations on a daily basis.
- g. Responds to counter, telephone, and written inquiries regarding court records.
- h. Initiates related paperwork as needed by defendants to facilitate their response to a citation or complaint. Constructs new case files, filing and retrieving documents as necessary. Prepares and maintains court calendar in coordination with Court Administrator.
- i. Prepares files for court use; processes timely notices to defendants for arraignments, trials and hearings.

- j. Responds to requests from Municipal Court Judge, Court Administrator, City Prosecutor, Police Department, Probation and Parole, and others for assistance and information
- k. Position requires substantial contact with the public and fellow employees and sometimes involves communications of complex and/or unpleasant information, requiring the ability to remain tactful, patient, pleasant, courteous, and tolerant under stressful situations. Works regularly with information, which is generally limited, the untimely release of which, in some cases, could cause embarrassment or consequent legal action. Discretion and integrity are recognized requirements of the job.

V. PERIPHERAL DUTIES (10%):

- a. Performs related duties as required.
- b. Participates in meetings as required.

VI. DESIRED MINIMUM QUALIFICATIONS - Education and Experience:

- a. Graduation from high school or GED equivalent with course work in typing and/or general office practices and;
- b. Two years' prior work experience in clerical, secretarial, paralegal or administrative work; or
- c. Any equivalent combination of education and experience.

VII. SPECIAL REQUIREMENTS:

- a. No felony convictions;
- b. Ability to be bonded;

VIII. KNOWLEDGE, SKILLS & ABILITIES:

- a. Knowledge with court procedures, statutes and rules of court, rules and procedures of courtroom decorum and functions;
- b. Knowledge of legal documents and legal terminology;
- c. Knowledge of court record keeping and reporting terminology;
- d. Knowledge of electronic records management procedures;
- e. Knowledge of modern office practices and procedures;
- f. Knowledge of basic Microsoft office software programs;
- g. Skilled in customer service techniques as applied in person, by telephone and via written and electronic correspondence.
- h. Skilled in coordinating flow of information and communication between staff, other professionals and customers.
- i. Skilled in operating tools and equipment within an office environment.
- j. Ability to effectively manage time and work to meet deadlines;
- k. Ability to speak, comprehend English language, using proper grammar and punctuation;
- l. Ability to perform basic arithmetic and mathematical calculations;
- m. Ability to be public service oriented with tactful and effective conflict resolution skills;
- n. Ability to perform work requiring good hearing, good diction and a clear voice;

- o. Ability to establish and maintain effective working relations with other city departments, public agencies, and the public;
- p. Ability to understand and complete complex oral and written instructions;
- q. Ability to have a creative, inquiring and innovative manner willing to explore new approaches, implement new methods, and be receptive to suggestions of others.
- r. Ability to review, analyze and interpret data;
- s. Ability to prepare and proof letters, reports, requisitions, legal notices, memos, and other written documents in a timely manner;
- t. Ability to maintain a high level of professionalism and confidentiality;
- u. Ability to read and interpret applicable state and local laws, ordinances or regulations concerning court operations;
- v. Ability to work under pressure and with frequent interruptions.

IX. TOOLS AND EQUIPMENT USED

Operates general office equipment including computer, printer, scanner, fax, copy machine 10-key calculator, recording equipment, and credit card machine and telephone. Computer systems and related software, including: Microsoft Office Software, “Fullcourt” (court program), New World (current KPD program).

X. PHYSICAL DEMANDS

- a. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- b. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- c. Reading materials and verbal instructions require moderate interpretation. Hazards are minor and controllable but include exposure to angry or hostile humans and have included exposure to humans with contagious diseases.

XI. WORK ENVIRONMENT

Work is performed indoors in an office setting. The noise level is usually moderate.

XII. SELECTION GUIDELINES

- a. Formal application, rating of education and experience, oral interview and reference check; job related tests may be required.
- b. 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 to the position.
- c. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

- d. Kalispell is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

*VEBA (Voluntary Employee Benefit Association) is a tax-exempt trust used by retiring employees and their eligible dependent to pay for eligible medical expenses. The plan is funded by an employee's sick and/or vacation banked hours upon retirement.

Posting Date: May 23, 2022
Closing Date: Open until filled

NOTICE!

ONLY CANDIDATES SELECTED FOR INTERVIEWS WILL BE CONTACTED.

A CITY APPLICATION MAY BE OBTAINED FROM:

- THE HUMAN RESOURCES DEPARTMENT WITH THE CITY OF KALISPELL, 201 1ST AVENUE EAST, KALISPELL, MONTANA, OR
- THE KALISPELL JOB SERVICE, 427 1ST AVENUE EAST, KALISPELL, MONTANA. PHONE (406)758-6200 OR
- ONLINE AT THE CITY OF KALISPELL'S WEBSITE AT: WWW.KALISPELL.COM .

Approval: _____ Date: _____
Department Head/Supervisor

Approved: _____ Date: _____
Human Resources Director

Approval: _____ Date: _____
City Manager/Hiring Authority