TOWN OF STEVENSVILLE

COURT POSITION DESCRIPTION

Class Title: Court Clerk

Department: Court

Date: 04/25/2024

**GENERAL PURPOSE**

Responsible for recording and organizing all administrative tasks for the Court and the Judge.

**SUPERVISION RECEIVED**

Works under the direct supervision of the Judge.

**SUPERVISION EXERCISED**

None.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Assists in the administration of criminal proceedings docketing and correspondence.

Maintains mandatory records in FullCourt System.

Provides support to the Judge, Town Prosecutor, Police Department, and Public.

Maintains Court files and records.

Collects and records receipts for all fines.

May remit fines and fees due to the Town of Stevensville and Ravalli County Treasurer.

Responds to counter, telephone and Public inquiries pertaining to the Court.

**DESIRED MINIMUM QUALIFICATIONS**

**Education and Experience:**

(A) Graduation from high school or GED equivalent.

(B) Three or more years’ experience as a clerk or clerical support person.

(C) Must possess a valid State of Montana driver’s license and be able to satisfactorily pass a comprehensive background investigation.

**Necessary Knowledge, Skills and Abilities:**

(A) Working knowledge of computers and electronic data / word processing; ability to type and produce documents accurately.

(B) Considerable knowledge of all general office procedures including organization of files.

(C) Ability to effectively communicate with the public and other Staff; must be able to work independently and collaboratively.

**PHYSICAL DEMANDS**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily office activities.

This position also requires grasping, repetitive hand movement, and fine coordination in preparing reports and retrieving and entering data using a computer keyboard. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_