

CITY OF DILLON JOB POSTING

Title: Clerk of Dillon City Court

Close Date: Open until filled

Salary: \$13.14 per hour/pay D.O.E., probationary status for one year, 20 hours/week

Benefits: Some benefits available - effective at hire date

The Clerk of Dillon City Court manages the Court and serves as the first point of contact between the Court and the public. Clerk of City Court duties include, but are not limited to:

1. greeting the public and assessing the purpose for the visit to the Court;
2. facilitating the adjudication of misdemeanor criminal, parking ticket, and civil cases;
3. expertly entering data into the court management software system;
4. preparing, processing, and filing court documents and correspondence;
5. preparing reports, deposits, and checks payable;
6. managing and coordinating the Court's calendars;
7. receiving and accurately recording payments;
8. maintaining detailed account records and case files;
9. attending court sessions to prepare minutes, act as bailiff, administer oaths; and
10. maintaining the active jury pool and summoning juries.

A qualified candidate for the Clerk of City Court position will have general knowledge of basic legal procedure and terminology; pay exceptional attention to details; have the ability to quickly learn new software programs and proficiently operate office equipment; have experience taking minutes and producing legible, precise documents; possess a commitment to working in a small, fast-paced office where deadlines cannot be missed; be a motivated, self-starter who is able to complete daily tasks with minimal supervision; and pass a criminal background check. The ideal candidate for the position will have one or more years' experience in a legal/court office, business administration, project management, and/or executive director experience.

\$13.14 per hour/pay D.O.E. with a TBD per hour increase in pay after successful completion of twelve-month probationary period. At least once a year, the Clerk of City Court must attend an out of town, two-day training seminar. Preference will be given to applicants that have been honorably discharged from a military branch of the United States Government. A DD214 is required for the preference. *The City of Dillon is an equal opportunity employer.*

To apply, please submit a complete City of Dillon application, resume, and three work-related references. A job description and the City of Dillon application are available online www.dillonmt.org. The position is open until filled.