

BROADWATER COUNTY
Job Description

CLASS TITLE: Office Assistant

DEPARTMENTS: Clerk of Court/Finance

ACCOUNTABLE TO: Deputy Clerk of Court/Finance Officer

PRIMARY OBJECTIVE OF POSITION: Under general supervision, performs a variety of clerical work within the departments; assists in department procedures and processes as assigned. Work varies somewhat but within defined standards and procedures.

ESSENTIAL JOB FUNCTIONS:

- Possesses the ability to meet the public and communicate with understanding and clarity;
- Physical demands include standing, walking, bending, prolonged sitting, stooping, and lifting up to 35#s (greater with assistance)
- Must possess a valid Montana Operator's License.

MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:

- Work performed may include the typing of letters and other documents from copy, rough draft, or recording;
- Waits on customers at the counter providing information and answering inquiries;
- Files and maintains court and legal documents, papers, and related documentation in accordance with procedures set by the Clerk of Court;
- May issue a wide variety of official court documents including subpoenas, summons, and notices per state statutes as directed;
- Performs some routine bookkeeping, including posting of prepared data and verification of data entered;
- Performs criminal case administration duties including collecting bonds and issuing receipts for cash bonds;
- Prepares supplies for jurors and prepares the jury room;
- Assists in maintaining the court calendar and may document court hearings and trials;
- Answers telephone and dispatches messages as necessary;
- Maintains records as assigned, maintains department files, and prepares tabulations;
- Prepares routine daily, weekly and/or monthly reports, may routinely receive funds;
- Responsible for materials and equipment requiring care;
- Position requires substantial and constant contact with the public, fellow employees, and multiple agencies with the need to communicate orally and in writing requiring tact, diplomacy, and maintaining confidentiality;
- Operates a calculator and/or adding machine as an incidental part of work;
- Work is performed in an office and work conditions are controllable;
- Performs other related duties as assigned.

CLASS TITLE: Office Assistant (continued)

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS: None

EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

- Graduation from high school or its equivalent; PLUS
- Two (2) years of experience in an office with typing and computer skills required;
- Legal experience helpful;
- Possession of a valid Montana Operator's License.

EXAMPLES OF PERFORMANCE CRITERIA AND EXPECTATIONS:

- Waits on customers, responds to inquiries, performs assigned duties accurately, efficiently, and follows established standards and procedures;
- Typing is accurate, files maintained in an orderly and appropriate manner, and assigned duties are carried out effectively and efficiently;
- Work may include the daily balancing of actual money received and preparation of receipts for all mailed payments daily;
- Performs civil case administration duties as directed;
- Performs searches of court records for criminal and civil requests to ensure accurate, up-to-date records are available as appropriate;
- May be required to attend seminars and workshops in assigned responsibilities;
- Performs other assigned duties.

Reasonable accommodations may be made to enable individuals with disabilities to perform any non-essential job function.

Written 8-1-2019