



CASCADE COUNTY

Job Vacancy Announcement

Submit all application materials to:
Cascade County Human Resources Department
325 2nd Ave N #108
Great Falls, MT 59401

Applications available at the Cascade County Human Resources Dept., www.cascadecountymt.gov or Job Service.

Position: **Deputy Clerk Accounting**
Schedule: **Full-time with Benefits**
Department: **District Court**

Salary: **\$13.67 per hour**
Closing Date: **Open Until Filled**
Department Administrator: **Tina Henry**

At a minimum, all qualified applicants must have:

Education/Experience/Training:

- High School Diploma, GED or HSE required.
- Two (2) years of experience with bookkeeping or accounting required.
- One (1) year of experience in general office procedures required.
- One (1) year of legal experience and terminology preferred.

Certifications:

- Valid Driver's License issued by the State of Montana or the ability to obtain within 30 days from date of hire.
- Must be bondable.

JOB SUMMARY: The Deputy Clerk – Accounting (Clerk) updates and maintains records of all child support, fines/restitution, jury payment, trust and other court ordered payments, receipts money, issues checks and distributes court payments, prepares daily deposits, issues bonds and warrants, maintains court documents and files, performs daily scanning of court documents, assists Civil and Criminal Records Clerks as needed, prepares required reports, processes passport and marriage license applications and performs other related duties as required or assigned.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES: The Deputy Clerk Accounting establishes, updates and maintains all child support records, receives deposits and generates child support payments to payees, handles all correspondence connected with child support payments and records, maintains records of all monies received and disbursed, receipts, totals, balances and deposits all monies received daily or weekly, issues warrants, issues Indemnity Bonds for lost Warrants, satisfies Judgments upon completion of payments, answers numerous and varied questions regarding child support in person and by phone, establishes, updates and maintains fine and fee payments, receives payments and disburses fines and fee payments to the State, answers numerous and varied calls regarding Court fees and fines over the phone for payees, attorneys, probation and parole officers, handles juvenile restitution monies, counts monies, writes receipts to Youth Court and disburses funds, deposits trust account monies received pursuant to Court orders, receives bail bond monies, receives cash and distributes when required by Court order, receipts monies and records in ledgers, updates records, prepares a variety of required daily, weekly and monthly reports, manages, as required by the State of Montana, CSED Child Support Information and Payment Processing, receives and processes passport and marriage license applications, provides assistance to the Civil and Criminal Records Clerks as needed, performs other related duties as required or assigned.

Knowledge and understanding of: Bookkeeping and accounting principles and practices, records management, scanning and filing procedures, court procedures, sources for checking legal statutes, general office procedures, county and departmental policies, rules, procedures and functions, proper grammar, spelling and punctuation, Microsoft Office Suite software including Word and Excel, professional phone etiquette.

Skills in: Customer Service, accurate bookkeeping, accounting, cash handling and records management, organization and time management, typing, data entry and word processing, accuracy and attention to detail.

Ability to: Proficiently operate a computer to complete required job duties, understand the application of laws, policies and procedures with regard to appellate and court matters, interact with the public or other employees in a professional, respectful and courteous manner, interact with and assist distraught, emotional and upset individuals, practice good public relations and display sound judgment and decision-making skills within established policies and procedures in stressful situations, deal with conflict in a professional and appropriate manner, resolve interpersonal conflict in a straightforward and timely manner and set priorities, communicate in a professional and effective manner with others, both orally and in writing, multi-task, follow verbal and written instructions, review, read and comprehend written material, work with attention to detail and accuracy, be bondable and have authority to administer oaths, lift heavy dockets, files and exhibits, adhere to and maintain strict standards of confidentiality, work in a legal environment according to all professional standards of ethics, legal procedures and decorum, work independently and as a team member with minimal supervision, observe work hours and demonstrate punctuality, perform other duties as required or assigned.

The successful applicant shall serve a 6-month probationary period and may have a criminal background check conducted. The results thereof may disqualify the applicant from consideration for employment with the county. Must join Teamsters Union.

Notice to Applicants: Applicants who are claiming Veteran's or Handicap Preference **must** provide a DD-214 Discharge Document (**Part 4**) or DPHHS Handicap Certification **and** Employment Preference Form with their application for employment so Cascade County may apply the preference during the selection process.

Cascade County makes reasonable accommodations for any known disability that may interfere with the applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For Cascade County to consider such arrangements, the applicants must make known any needed accommodations.

CASCADE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER