

**JOB TITLE:** Civil Clerk/Administrative Assistant

**SUPERVISED BY:** Pondera County Sheriff

**SUPERVISES:** NONE

**SALARY:** \$ \_\_\_\_\_ per hour for first 90 days probationary period; upon successfully completing first 90 days probation, increasing to \$ \_\_\_\_\_ per hour; and full per hour pay of \$ \_\_\_\_\_ upon successfully completing 180 days.

This is a **Full Time Position**, not to exceed 2080 hours per fiscal year. Pursuant to *Mont. Code Ann. §7-4-2509*, and under the guidelines of the Federal Fair Labor Standards Act and applicable Montana Statutes, *this position works under an establish work period of 28 consecutive days in lieu of a work week and accrues compensatory time off for hours worked in excess of the maximum in the 28-day period.* Pay cycle is **monthly**.

*Pondera County is an equal opportunity employer. The County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities. This job description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. 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 change.*

**Work Unit Overview:** The mission of the Pondera County Sheriff's Office is to maintain the law and improve the quality of life within Pondera County and its communities by working with all people to preserve life, maintain human rights, protect property and promote individual responsibility and community commitment. The Sheriff's Office performs law enforcement and crime prevention work including preserving the peace, patrolling assigned areas, serving legal documents, making arrests, conduct investigations, and complete assigned jail duties.

**Job Summary:** Under general supervision, the Civil Clerk/Administrative Assistant performs a variety of administrative and clerical duties to assure the efficient operation of the Pondera County Sheriff's Office, in accordance with standard operational procedures in support of Departmental functions and objectives. Operates a variety of equipment including computers, calculators, copiers, facsimile machine and telephones.

**Essential Functions (Major Duties or Responsibilities):** *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

- Compose, type and edit a variety of necessary Departmental reports, memoranda and other material ensuring that content is accurate and complete.
- Manually and/or electronically record Court paperwork.
- Set up and maintain a variety of files and records for correspondence, forms, reports, criminal justice information and other applicable material, according to Departmental Policies and Procedures and applicable law. Set up and maintain subject matter in chronological, alphabetical and numerical order according to managerial requests. Act as custodian of Department documents and records.
- Manage and maintain all original documents for each case file and ensure each Deputy has retained copies for their respective files.
- Respond to various inquiries from the public, outside agencies, and employees concerning criminal justice information, and when necessary, direct individuals to the appropriate source by use of well-defined policies and procedures and applicable law.
- Process all Department's incoming and outgoing mail according to established procedures to ensure proper parties obtain mail in a timely manner and outgoing mail is timely delivered for mailing. Calendars/posts trial notices for Deputies.
- Process and file monthly summons and complaint's, daily logs, fingerprint cards and forward required information to State Department of Justice, according to Department's Policies and Procedures and applicable law.
- Collect all MANN's Forms on a regular basis, assessing each to ensure all mandated information has been completed prior to disbursing to appropriate departments.
- Register Sexual and/or Violent Offenders.
- Maintain current all inmate detention files and sexual and violent offender files, according to Departmental Policies and Procedures and applicable law.
- Process all Department's monthly claims while maintaining records of expenditures and correlating receipts with expenditures to ensure Department's budget balances.
- Collect and send off livestock inspections to the Department of Livestock (DOL) bi-monthly.
- Verify and maintain timesheets for Department personnel. Maintain records on Department personnel's overtime, vacation, sick leave, compensatory and overtime. Collaborates vacation requests with Undersheriff.
- Supervises all office supply activity to ensure Department is stocked with necessary supplies and equipment according to established procedures and protocol. Maintains records of all Departmental purchases.
- Assists Supervisor with budget input, particularly related to office equipment and supplies.
- Ensures all fees are collected prior to service requested by a third party.
- Maintains a current record of all requests for civil process including, but not limited to, civil paperwork. This includes recording date and time when request received, as well as

the date and time service completed. Prepare and provide serving Deputy with Return of Service, then subsequently returning any applicable original paperwork and completed Return of Service to party originating request for service.

- Maintains a current record of all criminal actions, such as Warrants, Summons and Complaints, according to Department's Policies and Procedures and applicable law.
- Performs clerical maintenance of Warrant processing including certification that copies of Warrants are forwarded, updating Warrant bond with timely and accurate information, according to Departmental Policies and Procedures and applicable law. Ensure monies are transferred to appropriate Court.
- File all cases completed or investigated, maintaining cross-reference, according to Departmental Policies and Procedures and applicable law.
- Under suitable circumstances, may be required to assist Deputies during transportation of prisoners to Court appearances, medical/dental visits, mental evaluations, rehabilitation centers, alcohol treatment, juvenile detention, Montana State Correctional facilities, Montana State Hospitals or from other jurisdictions to Pondera County. This could include extradition by air or auto to and/or from outside jurisdictions in other Counties and States.
- May be cross-trained as a Dispatcher / Detention Officer.
- May, on occasion, be tasked to assist Dispatchers if necessary.
- Notarize documents for Staff and Inmates.
- May occasionally be required to leave the office in the performance of duties.
- Assist in keeping the office clean, maintained and presentable to the public.
- Perform other duties as assigned and necessitated including providing backup for other staff, participating in training and continuing education, etc.

**Physical Requirements:** *The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.*

- Ability to reach, pull, and push unilaterally and bilaterally.
- To sit, stand, stoop, bend, crouch, and reach overhead.
- To lift a minimum of thirty-three (33) pounds to an overhead position, all as defined in the ADA and MACO job standards.
- Climb ladders.
- Manual and physical dexterity to reach, grasp, and finger papers and documents, and operate copiers, calculators, computer equipment, and telephones.
- Must have near visual acuity, talk effectively, and hear within normal ranges.
- Potential exposure to criminals and danger.

*The physical demands described herein are representative of those that must be met by an employee for this position to successfully perform the essential functions of this job. **Due to the nature of this position, the physical requirements will not be waived.***

**Supervision Exercised:**

The position does not regularly supervise other County employees.

**Knowledge, Skills and Abilities:**

The job requires knowledge of:

- Knowledge of the laws, rules, and regulations enforced by the Sheriff's Office.
- Knowledge of current procedures in criminal and civil trials.
- Knowledge of first aid methods and their applications.
- Ability to work with time constraints and maintain attentiveness intensity.
- Ability to establish and maintain respectful and effective working relationships with Department staff, elected and appointed Officials, all other County Departments and the general public.
- Skill in active listening, speaking, critical thinking, social perceptiveness, judgment, and decision making while interacting with the community.
- Skill in safely operating light-duty passenger vehicles and vans.
- Knowledge in computer data entry.
- Ability to problem-solve, read and understand law ordinances and rules, and regulations.
- Ability to observe and remember details.
- Ability to communicate clearly verbally and legibly in writing, using proper grammar.
- Ability to neatly complete and maintain (in a well-organized manner) all appropriate paperwork, forms, reports and records.
- Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.
- Ability to maintain proper operating condition of equipment.
- Ability to acquire and maintain a Notary.
- Individual must be bondable under the provisions of the Pondera County insurance policy.

**Additional Requirements:**

1. Possess a Montana Class D driver's license and good driving record.
2. Participate in continuing education programs relevant to the duties and responsibilities of this position.
3. Intermittent travel for training and other work-related functions.
4. Maintain strict confidentiality of all records and information.

**Training:**

- Complete First Aid/CPR training/accreditation **within 6 months of hire.**
- Complete and maintain a Montana Notary **within 6 months of hire.**

**Education and Experience:** This job requires education and experience equivalent to a high school diploma or a GED certificate. Prior training in Administrative, Clerical, Accounting or related technical fields, basic knowledge and ability in office procedures, record keeping,

accounting and bookkeeping, ability to operate office equipment such as computers, photocopiers and calculators, and knowledge of the principles, practices and techniques of law enforcement is preferable, but not required.