

LINN COUNTY JUSTICE COURT

District 4A

P.O. Box 283 30 E. Maple Street
Lebanon, OR 97355

Phone (541) 258-5777

Fax (541) 258-5500

JESSICA MEYER

Justice of the Peace

OCTOBER 1, 2024

JOB ANNOUNCEMENT

CLASSIFICATION TITLE OF THE JOB: JUSTICE COURT CLERK.

Classification No. 004.

Classification Category: Service Employees International Union (SEIU). Full time position working in the Linn County Justice Court. Duties are conducted at the Court facility in Lebanon.

ESSENTIAL FUNCTIONS OF THE JOB (NON-EXCLUSIVE LIST):

- Assist in complying with statutory recordkeeping requirements; prepare materials/enter data into the court records.
- Assist public with information about filings, court procedures, status of cases and other miscellaneous questions.
- Perform various clerical and secretarial duties and functions related to court and court office operations and other tasks as may be assigned by Justice of the Peace or Court Administrator.
- Open and prepare court office for operation at the beginning of business day and close office at conclusion of business day; open and sort incoming mail, deposit outgoing mail at post office.
- Open and maintain court record on each action filed from initial filing to final disposition.
- Receive payments, issue receipts and make posting to appropriate account.
- Assist Court Administrator in monitoring compliance with court orders.
- Act as clerk of Justice Court Violations Bureau.
- Act as Judicial Assistant to Justice of the Peace.
- Develop and maintain effective harmonious and reasonable work relationships with court staff and maintain regular and predictable work attendance.
- Prepare courtroom for court sessions; work with public in courtroom during court sessions, including persons in custody (prisoners).

QUALIFICATIONS:

Basic knowledge of office procedures and practices and office machines; typing skill minimum 50 wpm; basic knowledge of and competence with computer software including spreadsheet, word processing and Windows applications software; basic knowledge of and ability to use bookkeeping principals; ability to use standard written business English and standard arithmetic. Oregon Driver's License required. Must obtain or possess LEDS DMV Persons certification at all times. Background check includes criminal history, credit history, driving record and UA.

Must exercise good judgment, courtesy and tact in public contacts, must maintain effective working relationships with other employees and maintain confidentiality; must know or be able to readily learn court procedures, legal procedures and terminologies and applicable laws and have ability to effectively communicate the same to other persons orally and in writing; must possess the ability and willingness to deal with difficult people and difficult situations; must have ability to multi-task (simultaneously perform various job functions with high accuracy and efficiency) and quickly return to task following interruption.

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COMPENSATION, SALARY, BENEFITS: Linn County offers an excellent benefits package which includes fully paid contribution to the Oregon Public Employees Retirement System, paid holiday, vacation and sick leave, options for medical, dental and vision care insurance, options for deferred compensation, an employee assistance program, longevity pay, alternate and flexible work schedules and more. Current salary range and total compensation (depending on qualifications):

Salary Range 6 (\$2,953 to \$3,763 monthly, D.O.E.). Full-time (37.5 hr/wk) with full benefits.

CLOSING DATE: UNTIL FILLED.

BEGINNING DATE: November 1st, 2024

HOW TO APPLY: Request application forms from the Linn County Justice Court, 30 E. Maple St., P.O. Box 283, Lebanon, OR 97355, phone: (541) 258-5777. Submit a completed Linn County job application form, resume and cover letter to the Court by the closing date.

LINN COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Employment application forms may be obtained from the Court office, as shown above, or the Linn County Board of Commissioners' Office, Room 201, Linn County Courthouse P.O. Box 100, Albany, OR 97321; phone (541) 967-3825, fax (541) 926-8228, or at the Linn County Home Page at <http://www.co.linn.or.us>. A copy of the job's classification, which provides additional information about the job, can also be obtained at the Commissioners' Office.