

JESSICA MEYER
Justice of the Peace

LINN COUNTY JUSTICE COURT

District 4A
P.O. Box 283 30 E. Maple Street
LEBANON, OREGON 97355

Phone (541) 258-5777
Fax (541) 258-5500

JOB ANNOUNCEMENT

CLASSIFICATION TITLE OF THE JOB: JUSTICE COURT ASSISTANT

Part time position (19½ hrs. per week) working in the Linn County Justice Court.

CLASSIFICATION NUMBER: N/A

CLASSIFICATION CATEGORY: Temporary - Non-Union Position.

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

- Prepare courtroom for court sessions; work with Justice of the Peace and public in courtroom during court sessions, including persons in custody (prisoners).
- 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.
- Assist public with information about filings, court procedures, status of cases and other miscellaneous questions.
- Receive payments, issue receipts and make posting to appropriate account.
- Act as clerk of Justice Court Violations Bureau.
- Develop and maintain effective harmonious and reasonable work relationships with court staff and maintain regular and predictable work attendance.

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 Drivers License required. 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.

COMPENSATION: Hourly Wage: \$17.00/hr. progressing to \$20.00/hr. Part-time Monday thru Thursday (19½ hr/wk); no benefits.

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CLOSING DATE: Until filed **BEGINNING DATE:** When filled.

HOW TO APPLY: Complete and print the online Linn County employment application available at the Linn County Home Page <http://www.co.linn.or.us> or request application forms in person Monday thru Thursday from the Linn County Justice Court, 30 E. Maple Street, PO Box 283, Lebanon, OR 97355, phone: (541)258-5777. Submit in person or by mail a **completed Linn County employment application form, a resume' and a cover letter** to the Court at Lebanon office. The Court office is open Monday thru Thursday from 8:30 AM to Noon and from 1:00 PM to 4:30 PM each day. Applications must be submitted by or before the closing date.

LINN COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
Employer application forms may be obtained from the Court office, as shown above, or at the Linn County Home Page at <http://www.co.linn.or.us>.