



City of Thompson Falls VACANCY ANNOUNCEMENT October 5, 2026

Position: Part-Time City Court Clerk

Part-time, non-exempt, 8-16 hours per week

Department: City Court

Salary: starting rate of \$20.58/hour, DOE

Closing Date: Open until filled, first review on Tuesday, October 13, 2026

Summary of Work:

GENERAL PURPOSE

Provide a variety of routine and complex clerical, administrative work in the City Court.

SUPERVISION RECEIVED

Works under the general supervision of the City Judge and Mayor.

SUPERVISION EXERCISED

None generally unless assigned by the City Judge and the Mayor.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Prepare all books, papers, and records filed by the Court.

Provides an index to the court docket as provided by law.

Provides a record and receipts of all monies collected on fees, fines, bonds, and restitution for the receipt book and Full Court software program.

Attends hearings of the court and hearings in chambers when required by the Judge.

Issues and maintains a record of qualified jurors and prepares a record of the attendance of jurors and witnesses.

Prepares documents, orders, and correspondence for the court as may be required by law or by the Judge.

Maintains the Judge's calendar.

PERIPHERAL DUTIES

Attend seminars and workshops related to City Court Clerk duties and responsibilities.

Composes, inputs, and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.

Make reservations and travel arrangements for meetings, seminars, and conventions.

Deal professionally with the public, law enforcement, and attorneys.

Deliver or pick up needed paperwork from Sanders County Courthouse and/or County Jail.

Collect data for Government Agencies.

Make copies, fax, and mail Court documents.

Fill in for Assistant City Clerk as needed and report to the City Clerk/Treasurer.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

Any equivalent combination of related education and experience demonstrating ability to perform the job duties.

Necessary Knowledge, Skills and Abilities:

(A) Working knowledge of the principles and practices of modern public administration; Extensive knowledge of office practices and procedures; Thorough knowledge of modern records management techniques, including legal requirements for recording, retention, and disclosure;

(B) Skill in operation of listed tools and equipment

(C) Ability to accurately record and maintain records; Ability to establish and maintain effective working relationships with employees, other departments, officials and the public; Ability to communicate effectively verbally and in writing; Ability to plan and organize.

(D) Knowledge of laws and rules that affect court file and records maintenance, documents and forms filed with the Court, deadlines for filing court documents; and working knowledge of record keeping systems

SPECIAL REQUIREMENTS

(A) Must be bondable;

(B) Valid State Driver's License, or ability to obtain one.

TOOLS AND EQUIPMENT USED

Personal computer, including MS Word, Full Court, Excel, and Access; 10-key calculator; phone; copy machine; fax machine; and postage machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderately noisy.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

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 and requirements of the job change.

APPLICATION PROCESS: Interested candidates must submit a formal Application, Cover Letter, and Resume. Complete and submit applications through the local Job Service.