



City of Missoula Judge's Clerk

SALARY	\$24.48 - \$26.90 Hourly	LOCATION	Missoula, Montana
JOB TYPE	Regular, Full-Time	JOB NUMBER	00755
DEPARTMENT	Municipal Court	OPENING DATE	09/11/2026

Overview

Provide professional administrative support that keeps the Missoula Municipal Court operating efficiently and effectively.

As a **Judge's Clerk**, you will serve as a trusted administrative partner to Municipal Court Judges, coordinating court proceedings, managing case documentation, maintaining confidential records, and ensuring courtroom and judicial operations run smoothly. This position requires exceptional organization, sound judgment, attention to detail, and the ability to manage multiple priorities in a fast-paced legal environment.

We're seeking an experienced administrative professional who thrives on accuracy, professionalism, and public service. If you enjoy coordinating workflows, working with diverse stakeholders, and providing high-level support in a dynamic setting, this is an excellent opportunity to build a rewarding career supporting the administration of justice.

Priority screening of applications will begin on Friday, September 25, 2026. It is in your best interest to apply before this date. Applicants applying on or after this date will only be considered if a competitive applicant pool is not received.

To Apply: All applicants must submit a **City of Missoula Application AND a Cover Letter** explaining your interest in this position and detailing how your experience and education meet the qualifications.

Failure to attach the cover letter will result in your application being incomplete, and therefore, not reviewed by the hiring manager.

Resumes will not be reviewed. All details should be entered on the application.

Starting Pay:

New hires start within our entry-to-market range, depending on experience and qualifications. The starting range for the position is \$24.48 - \$26.90/hour and will increase each year for longevity and cost of living adjustments.

Full Pay Range:

Each position also has a full wage range that reflects potential growth over time, including annual increases for longevity and cost-of-living. The full range for the position is \$24.48 - \$28.52/hour.

Essential Functions

- Provide administrative support to judges for court sessions utilizing integrated courtroom technology, including setup and retention of digital recording of proceedings, minutes, and data entry; maintain up to date court sessions and distribute minutes, orders, and other documents to all parties associated with cases.
- Assist the public, court staff, judges, and other agencies via telephone, email, and in person with information regarding cases.
- Collaborate with attorneys, program providers, and other outside agencies to ensure court sessions are organized, efficient, and seamless.
- Maintain court departmental calendars; schedule and distribute trial, and hearing dates, including communicating with Missoula County Detention Facility regarding hearings, commitments, and releases.
- Organize and maintain up to date paper and electronic filing systems; verify all files are available, accessible, and in proper order.
- Ensure quality assurance of court documents, processes, and database updates.
- Navigate courtroom activities and provide information to the judges during court appearances and arraignments.
- Prepare and distribute orders of release, judgment orders, referrals, jail commitments/releases, driver license suspensions/reinstatements, public defender appointments, and other documents as directed by the judges.
- Maintain issued warrants; enter warrants into the database; track warrants; generate daily warrant reports; develop and maintain instructions on warrant entry and cancellation.
- Review and draft orders for Petitions to Revoke.
- Prepare and draft sentencing orders by interpreting plea offers filed in the e-filing system.
- Process, route, and distribute motions, orders, and other documents in the e-filing system through the court databases.
- Assist with training staff and pro tempore judges in court standard operating procedures, electronic court databases, e-filing systems, etc.
- Prepare invoices for jurors and pro tempore judges.
- Maintain juror panel documents, questionnaires, mailing lists and databases; distribute jury documents to the appropriate parties; coordinate parking passes, etc.
- Communicate with prospective jurors regarding upcoming jury trial summons.
- Monitor the storage of evidence, disks, and tapes.
- Process audio record requests from attorneys and the public.
- Assist with Settlement Master and Court Clerk duties, as needed.
- Perform other duties as assigned, based on training and qualifications.

Knowledge, Skills and Abilities

- Knowledge of organizational rules and procedures relating to payment handling, and accounts payable.
- Skill in utilizing various computer software and databases, including Microsoft 365, and the ability to learn job-specific applications and equipment.
- Skill in organization, time management and prioritizing with the proven ability to have keen attention to detail and accuracy in performing work with adherence to strict deadlines.
- Skill in communicating, in person and writing, with the proven ability to establish and maintain effective working relationships with diverse individuals.
- Ability to learn various coding systems and macros capabilities.
- Ability to maintain current knowledge, developments, and trends related to specific areas of focus and/or assigned projects.
- Ability to maintain and foster a culture of professionalism, adhere to departmental and City standards and specifications, and support a positive team environment.
- Ability to maintain and exhibit integrity and discretion in handling confidential and sensitive information.
- Ability to resolve conflicts with facilitating outcomes while maintaining a calm demeanor.
- Ability to learn City and departmental policies, procedures, and practices.

Qualifications and Additional Application Materials

- Any combination of education and experience equivalent to two (2) years of administrative, criminal justice, or professional experience, or another relevant field.
- Must be able to pass a criminal background investigation.

The City of Missoula does not sponsor employment visas (e.g., F-1, H-1B, TM). Applicants must be authorized to work in the United States on a full-time basis at the time of application.

Employer

City of Missoula

Address

435 Ryman Street
Human Resources
Missoula, Montana, 59802

Phone

406-552-6130

Website

<https://www.ci.missoula.mt.us/>

Judge's Clerk Supplemental Questionnaire

*QUESTION 1

Have you attached your cover letter to complete your application?

☐ Yes

☐ No

* Required Question