

STATE OF MONTANA IS AN EQUAL OPPORTUNITY EMPLOYER
Job Order Detail

Department: DEPARTMENT OF LABOR & INDUSTRY

Division: Workers' Compensation Court

Date Posted: 08/15/2006

Job Category: Legal

Position Number: 66209005

Position Title: COURT REPORTER/DEPUTY CLERK (2 PART-TIME POSITIONS)

Location: HELENA

Job Status: Part Time Permanent

Salary: \$16.82

Salary Unit: Hour

Additional Salary The above salary is base wage plus full State benefits.

Info:

Shift: Daytime

Band or Grade: 1

Closing Date: 08/31/2006

**Supplement
Required:** No

Applications must be received by 5:00pm on the closing date.

Apply to your Local Montana Job Service Center

- OR -

State Agency:

DEPARTMENT OF LABOR & INDUSTRY

P.O. Box 1728

HELENA, MT 59624

Phone: (406)444-3710

Fax: 444-3685

TTY: 444-0532

E-mail: dliapps@mt.gov

Special Information:

The Workers' Compensation Court is seeking two (2) half-time/permanent, qualified candidates to fill this position. The incumbents will be required to take a verbatim record of proceedings for the Workers' Compensation Court during trials, hearings, and conferences. Requires long periods of sitting. Full State benefits are offered. The

successful incumbents will be required to work 40-hours in a two-week pay period. Travel is necessary to attend trials and may, on rare occasions, require up to a full week away.

Duties:

These positions perform various duties for the Workers' Compensation Court. As a court reporter, attendance is required at all trials, hearings, and conferences and stenographic minutes must be transcribed at the statutory rate established by MCA § 3-5-604(1). The cost of producing the requested transcripts will be incurred by the court reporter and the court reporter will retain the transcription fees. As a court reporter retaining transcription fees, the court reporter must provide and maintain all equipment necessary for the performance of his or her duties. Electronic copies of transcript rough drafts must be provided to the Court free of charge. As a deputy clerk, prepares procedural orders and correspondence; maintains the Court's law library ensuring updates have been filed promptly and correctly; sends electronic copies of substantive orders to the appropriate parties; processes incoming and outgoing mail; docket pleadings, motions, and other filings in an Oracle docket system; maintains and manages all legal files and records; makes arrangements for meetings; schedules hearings; may be asked to run miscellaneous Court errands; prepares files for storage and contacts Records Management for pickup of retention items. Extensive on-the-job training will be provided for the deputy clerk duties.

Competencies:

The successful incumbents must be able to report a minimum of 225 words-per-minute. Requires knowledge of advanced editing, court procedures, and proficient use in word processing and data entry. Programs used are WordPerfect, Word, Outlook, Oracle, Westlaw, Premise, DreamWeaver, and Adobe Acrobat. Must have the ability to acquire knowledge within a reasonable period on the job of workers' compensation matters. Must have the ability to make sound decisions in discretionary matters; deal tactfully and effectively with attorneys, other agencies, and the public; handle confidential and sensitive material; follow instructions explicitly; produce timely and accurate work products; and work as a team player with Court staff. The incumbent must be able to drive, travel, and spend some nights out of town. The Department of Labor and Industry strives to provide an effective customer focused work environment. Our goal is to provide excellent service to all our customers. The core values of this Department are customer focus, individual responsibility, individual growth, ethics in the workplace, and continuous improvement. These values represent the Department's expectations of staff and the ideal employee is one who embraces these values.

Education/Experience:

Requires graduation from an accredited court reporting school, a combination of education and experience equivalent to a post-secondary curriculum or work-related vocational curriculum, and three years experience in job-related duties that are described above. Requires a detailed résumé and current transcript from an accredited court reporting school.

Application materials required initially for this position include the following:

Signed and completed State of Montana Employment Application (PD-25, Rev. 5/2003 or later). Portions of the application may be photocopied if legible (see application page 1

for instructions).

If Supplement Required, complete application supplement identified with your name and the position number (see attached Supplement Questions if provided).

Applications materials required are: 1. Signed and completed State of Montana Employment Applications (PD 25). 2. Applicants claiming the Veterans' or Handicapped Person's Employment Preferences (PD-25A) must provide verification of eligibility with the application materials. 3. Detailed Résumé. 4. A current Transcript from an accredited Court Reporting School. 5. A list of Three References. * Application materials can be obtained from any Job Service office or downloaded from <http://mt.gov>. Applications must be received by 5:00 p.m. on closing date. Applications will be rejected for late, incomplete or unsigned application materials. Typed signatures will be considered.

Click on this link to download
[State of Montana Employment Information and Application](#)

If you have questions about a position you are applying for, or have already applied for, contact the agency that listed the position. That information is listed on each vacancy announcement.

If you have comments about this website contact -
[ldavis.mt.gov](mailto:ldavis@mt.gov)
or
[tantonick.mt.gov](mailto:tantonick@mt.gov)

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