

## **DMV Clerk – Half time**

### **Summary –**

This position is responsible for Motor Vehicle title and registration transactions, Motor Vehicle registration renewals, processing Motor Vehicle paperwork received through the mail, verifying all required title documents, ordering and maintaining all Motor Vehicle inventory, assisting with daily balancing, maintenance and safekeeping of monies files, and records. Prepare documents, and correspondence for mailing, and any other duties as assigned by the Treasurer.

This position requires the DMV Clerk to be courteous at all times and effectively communicate. Answer the phone and directing the caller to the proper office/person.

This position is required to complete trainings as assigned.

### **Knowledge**

- Knowledge of motor vehicle regulations, procedures, and tax laws will be acquired through training.

### **Skills**

- Proficient in the use of a computer, various software programs, ten-key, copiers, and various other office machines.

### **Abilities**

- This position requires the ability to communicate effectively both orally, and in writing.
- Ability to follow verbal and written instructions, able to stand for long periods of time, performing work in a timely and accurate fashion.
- Must be able to understand and find resolutions to problems/issues, or direct the person/entity to the appropriate office or person for assistance.
- Ability and desire to learn and apply new skills and knowledge effectively.
- Develop and maintain effective work relationships with the general public, co-workers, supervisors, and other county and state agencies.

## **Victim Witness Advocate/Public Information Officer – Half time**

### **Summary**

This position is responsible for ensuring timely and clear information is communicated to residents in the time of an emergency and victims of violent crime in Meagher County.

Under the supervision of the County Attorney, the victim witness advocate meets with and assesses victim's needs; works to ensure victim's safety; advocates on behalf of victims and witnesses with various providers such as: counselors, doctors, specialists, non-profits, housing authorities, and state and federal government. Develops community resources for victims of violent crime, maintains and expands the network of providers for victims across central Montana/and raises awareness violent crime through social media posts, press releases, and

community forums (public speaking is not required, but encouraged). Helps guide victims and witnesses through the legal system. Ensures they are kept up-to-date with case developments. Seeks input on plea agreements and sentencing recommendations. Helps collect paperwork for court and/or restitution. Draft and edit Court documents, such as affidavits, victim statements, releases, and exhibits.

Under the supervision of the Emergency Manager, the Public Information Officer works to provide clear and timely information to the public during emergencies. Drafts and provides statements to the media. Reviews and tests emergency communication systems. Develops and maintains relationships with state and federal partners. Provides training and information to first responders and the general public.

In addition the Knowledge, Skills and Abilities listed above, this position will be required to:

- Complete a background check.
- Complete Confidential Criminal Justice Information training.
- Have a valid Montana Driver's license.
- Be willing to work outside of normal business hours during emergencies and trials.
- Work is generally performed in an office, but occasionally requires visiting crime scenes, meeting with victims in their homes, hospitals, or other locations, must be comfortable with challenging smells, sights, and descriptions of violence.
- Ability to walk, climb stairs, and lift up to 30 pounds.

While not required, a college degree, or significant experience with the Courts or Criminal Justice System and/or Social Work is preferred.