

## JOB POSTING

<b>Position Title</b>	Court Room Clerk
<b>Department</b>	Circuit Clerk
<b>Shift</b>	Part Time position - 22 hours a week (varies)
<b>Salary</b>	\$11.00 - \$11.50
<b>Brief Job Description</b>	Under direction of the Circuit Clerk, to perform clerical duties in designated courtrooms of the Circuit Court; to attend court sessions and prepare records of court proceedings in conformance with statutes and policies; to swear in witnesses and juries; to maintain exhibits offered in evidence; and to perform related duties as assigned.
<b>Education Requirements</b>	High School Diploma required along with one year related experience and/or training or equivalent combination of education and experience in office/clerical duties.
<b>Additional Comments</b>	Requires knowledge of modern office procedures, on-line computer terminal and filing. Knowledge of legal terminology and phrases and proficient with the methods and procedures. Previous public contact experience desired. Must be able to project a professional & pleasant public image while interacting with a variety of personalities and cultures. Must demonstrate tact and diplomacy in interpersonal interactions. Must have strong communication/customer service skills and respect for confidentiality. Must have ability to plan, prioritize, & complete tasks with frequent interruptions.
<b>Instructions for Applying</b>	Please send resume/application to: Human Resources Livingston County 112 W. Madison Street, Room 202 Pontiac, IL 61764
<b>Application Deadline</b>	4/21/17