

## JOB POSTING

<b>Position Title</b>	Deputy Clerk-Traffic/Criminal & Collections
<b>Department</b>	Circuit Clerk
<b>Shift</b>	Full Time
<b>Salary</b>	\$11.75-12.25
<b>Brief Job Description</b>	Performs clerical duties in the Traffic/Criminal Division of the Circuit Clerks Office. Enters data and filings for Criminal Misdemeanors, DUI, Criminal Contempt, Traffic, Conservation and Ordinance Violations. Manages collections account with collection agencies. Completes all searches requested.
<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.
<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>	6/21/2019