

JOB POSTING

Position Title	Deputy Clerk-Civil Division
Department	Circuit Clerk
Shift	Full Time – Days; 37.5 hours/week
Salary	\$12.50 per hour
Brief Job Description	Performs routine clerical duties involved in filing cases and in processing requests for court documents, providing a variety of forms and reports as mandated by law. May have clerking duties in the court room in addition to other responsibilities.
Education Requirements	High School Diploma required along with one-year related experience and/or training or equivalent combination of education and experience in office/clerical duties.
Additional Comments	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 of handling and accounting of money desired. Previous public contact experience helpful. 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. Respect for confidentiality is required. Must have ability to plan, prioritize, & complete tasks with frequent interruptions.
Instructions for Applying	Please send completed application to: Livingston County Human Resources 112 W. Madison Street, Room 202 Pontiac, IL 61764
Application Deadline	4/30/2021