

## JOB POSTING

<b>Position Title (2 Positions Available)</b>	Deputy Clerk-Traffic and Criminal Division Deputy Clerk – Civil Division
<b>Department</b>	Circuit Clerk
<b>Shift</b>	Full Time - Days
<b>Salary</b>	\$13.50 – 15.25
<b>Brief Job Description</b>	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.
<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 and in bookkeeping.
<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 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.  (One application is sufficient for both positions.)
<b>Instructions for Applying</b>	Please send resume or application to:  Livingston County Human Resources 112 W. Madison Street, Room 202 Pontiac, IL 61764
<b>Application Deadline</b>	Until filled