

JOB POSTING

Position Title	Deputy Clerk-Traffic and Criminal Division
Department	Circuit Clerk
Shift	Full Time - Days
Salary	\$16.04-16.50
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 courtroom 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 and in bookkeeping.
Additional Comments	Requires knowledge of modern office procedures, on-line computer terminal and filing. Knowledge of legal terminology and phrases 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	To Apply, go to https://www.vscyberhosting3.com/livingston/
Application Deadline	Until filled