

JOB POSTING
2 Openings

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| Position Title | Deputy Clerk-Juvenile/Probate/Chancery Deputy Clerk-Small Claims |
| Department | Circuit Clerk |
| Shift | Full Time - Days |
| Salary | \$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 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. Must be detailed oriented. |
| Additional Comments | Requires knowledge of modern office procedures, on-line computer terminal and filing. 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 |