

JOB POSTING

Position Title	Deputy Clerk-Traffic and Criminal Division
Department	Circuit Clerk
Shift	Full Time - Days
Salary	\$17.00-\$17.50
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. This position will 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 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	January 10, 2024