

**JOB VACANCY – BOONE COUNTY CIRCUIT CLERK'S OFFICE
DEPUTY CLERK**

BASIC EDUCATIONAL REQUIREMENT

- High School diploma or GED

JOB DUTIES

- Perform a variety of clerical duties to ensure smooth and efficient court operations.
- Process new case filings and all subsequent court filings manually or electronically.
- Process mail including legal documents and general correspondence.
- Process court payments manually and electronically.
- Provide customer service to the public, judicial officers, attorneys, law enforcement and multiple agencies.
- Maintain professional discretion and confidentiality.

Note: This list is not all inclusive.

JOB SKILLS

- Must be detailed oriented, organized and be able to multitask.
- Must possess computer knowledge and skills.
- Must have a working knowledge of modern office practices, procedures and equipment.
- Must have good knowledge of English, grammar, spelling.
- Must possess strong computer and math skills.
- Must have the ability to learn administrative and court procedures, functions and authority in the area of assignment.
- Must have the ability to make work decisions in accordance with laws, regulations and departmental policies and procedures.
- Must have the ability to establish and maintain productive working relationships with other employees, county officials and the public. Being a team player is crucial, as you will interact daily with co-workers, judges, lawyers, court officers, jurors, law enforcement, agencies and the public.
- Strong customer service skills and professionalism are required.
- Must have a positive attitude, good work ethic and respect for co-workers.

BENEFITS

- Medical, Vision, Dental & Life Insurance available
- Paid Time-Off & Paid Holidays
- IMRF Retirement Plan
- Health & Dependent Care flexible Spending Accounts
- Employee Assistance Program
- On-the-job Training, Skills Development

WORKING CONDITIONS

- Fast-paced busy office environment subject to frequent interruptions.
- Requires intermittent standing, walking, sitting, squatting, stretching and bending throughout the work day.
- May require light lifting and filing
- May require extended time at keyboard

SCHEDULE

- Monday to Friday 8:00 a.m. to 5:00 p.m.

WAGES

- Starting wage: \$ 17.13
- Annual wages subject to Union Contract

Please email application and resume to boonecounty@17thcircuit.illinoiscourts.gov.

You can download the application at www.boonecircuitclerk.us.