

**JOB VACANCY – BOONE COUNTY CIRCUIT CLERK’S OFFICE
PART TIME DEPUTY CLERK**

Part Time Civil 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.

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.

BENEFITS

- Paid Holidays
- Paid Vacation
- Paid Sick Time
- Paid Personal/Judicial Time
- Employee Assistance Program
- On-the-job Training, Skills Development
- Union Position UAW Local Union #1268

SCHEDULE

- Monday to Friday (20 hours per week)

WAGES

- Starting wage: \$ 18.50
- Subsequent annual wages are subject to the Union Contract

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

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

Equal Opportunity Employer