

Job Title Deputy Clerk
Department Court Division Clerk's Office

Date Posted Nov. 26, 2024
Date Closes: December 13, 2024

Role/Responsibilities (but not limited to and subject to change)

Prepare, maintain, process and update records and files
Enter data electronically and verify
Compose standard letters
Schedule dates for court and other
Preps labels, letters and possible invoices

Answer telephones, place calls and refer callers to appropriate parties/department
Have experience working with the public and other offices
Work closely with co-workers
Be punctual and reliable
Perform other job related duties as assigned
Sort and distribute incoming mail or documents

Qualifications

High school diploma
Works with Windows 10/11
Microsoft Excel
Acrobat Adobe
General office equipment (copier, calculator, phone, scanner)

Applications Accepted By:

Hard copy only with resume attached
2 letters of recommendations.
Deliver all applications to Levy Clerk Sandy Haddock, HR Division (prefer in envelope)