**POSITION: Part-Time Deputy Clerk**

**DEPARTMENT: Clerk’s Office**

**WORK SCHEDULE: 8:00 a.m. – 4:00 p.m., Monday – Friday**

This position serves as Part-Time Deputy Clerk for Clay County Clerk’s Office, responsible for assisting with completing a variety of file preparation, data entry, and public service duties.

**DUTIES:**

Answers telephone and assists individuals at counter, processing payments for traffic tickets, and processing payments for all types of cases. Process and scan new claims, such as Evictions, Small Claim, Civil Complaints, Motions, Pleadings, Divorces, Criminal and Mortgage Foreclosures into the Odyssey System.

Performs related duties as assigned.

Knowledge of Odyssey System helpful.

**JOB REQUIREMENTS:**

High School Diploma or GED

Knowledge of standard English Grammar, spelling, punctuation and the ability to type with speed and accuracy.

Working knowledge of and the ability to operate standard office equipment such as computer, calculator, fax machine, copier, telephone, and scanner.

Ability to effectively communicate orally and in writing with co-workers, other County Departments and Agencies, various Police Departments, Courts, Attorneys, and the Public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Applications can be picked up in the Clerk’s Office, Room 209 and must be turned in no later than December 30, 2021.

12-13/2021