

# CASSIA COUNTY CLERKS OFFICE EMPLOYMENT OPPORTUNITY

*(Cassia County is an Equal Opportunity Employer)*

**Full Time Position Title: Deputy Clerk**

**Start date: January 7, 2019**

Salary Information: \$31,200 to \$32,240 annually (DOE)

Employee Benefits: PERSI retirement benefits, Medical benefits, Dental benefits, and Holiday Pay  
*(Starting salary will be commensurate with education and experience)*

## **QUALIFICATIONS:**

*(An equivalent combination of education and experience may be considered)*

**Education:** High School Diploma/GED equivalency. Post-Secondary Education preferred but not required.

**Experience:** Basic knowledge of civil and criminal laws preferred. Basic Knowledge of legal terminology and legal documents preferred. *Spanish preferred but not required.*

## **Skills:**

Excellent work habits	Willingness to follow established policy
Full time career commitment	Courteous and pleasant demeanor
<b>Maintaining confidentiality is required</b>	Excellent public relations skills
Organized office management	Promptness to meet deadlines

Ten key calculator and **50 words per minute minimum keyboarding required**  
**Microsoft Word, Outlook, and Excel document experience required**

Obtain Job Application at:

<https://evogov.s3.amazonaws.com/media/67/media/47154.pdf>

Only complete applications **and** resumes will be accepted and ***must*** be emailed directly to:  
[cassiaclerk@cassiacounty.org](mailto:cassiaclerk@cassiacounty.org)

**APPLICATION ACCEPTED NO LATER THAN 5:00 P.M. December 14, 2018\***

***\*(THIS POSITION WILL REMAIN OPEN UNTIL THE BEST SUITED CANDIDATE HAS BEEN HIRED FOR THIS POSITION.)***

<b><u>DEPARTMENT</u></b>	<b>COUNTY CLERK</b>
<b><u>DIVISION</u></b>	<b>MAGISTRATE</b>
<b><u>POSITION</u></b>	<b>DEPUTY CLERK</b>

**JOB SUMMARY:**

Perform clerical tasks. Maintain accurate computer files on court cases. Function as a Deputy Clerk of the District Court.

**NATURE & SCOPE:**

Works under the general supervision of the elected County Clerk/Auditor/Recorder, Chief Deputy Clerk, Supervisor and Lead Court Clerk. Must emulate professionalism in the work place and maintain a positive and healthy working relationship with the general public, attorneys, court personnel and co-workers.

**MINIMUM JOB PREREQUISITES AND SKILLS:**

1. Good working knowledge of computer operations and office practices and procedures.
2. Knowledge of and proficiency in the use of computer, computer software, word processing, spreadsheets, calendaring, archiving, adding machine, typewriter, postage meter, ten-key calculator, copy machine, scanner and other office equipment.
3. Knowledge of and proficient in the use of miscellaneous office equipment.
4. Responsible for performing with a high degree of thoroughness and accuracy.
5. Basic knowledge of legal terminology and legal documents within the court system.
6. Capable of creating, using and maintaining a wide variety of records within the court system.
7. Ability to read and interpret legal documents to ensure that they are proper on their face.
8. Basic knowledge of civil and criminal laws within the court system.
9. Ability to develop professional and effective working relationships with supervisors, attorneys, judges, fellow employees and the public.
10. Good telephone skills; answering and returning telephone calls in a timely, accurate, and professional manner.

**ESSENTIAL JOB FUNCTIONS:**

1. Reaching out professionally, talking and hearing in person and by telephone.
2. Ability to work with considerable independence.
3. Sitting with intermittent moving within an office environment.
4. Good communication skills.
5. Proper grammar skills.
6. Lifting of office supplies, files, binders, large index volumes, etc.
7. Receiving, reviewing, and comprehending legal documents and forms.
8. Manual dexterity to perform office functions (typing, filing, collating, operating office equipment).
9. Ability to communicate effectively with a diverse public
10. Maintain confidentiality of all court record.

**SPECIFIC ACCOUNTABILITIES:**

1. Must possess great customer service etiquette and emulate professionalism.
2. Must possess the ability to maintain confidentiality of all court records.
3. Input, process and scan documents into the court management computer software.
4. Perform record searches for criminal and civil files.
5. Review criminal and civil documents and verify accuracy.
6. Provide customer service for criminal background checks.
7. Accept and process payments.
8. Function as the document scan deputy clerk and court deputy clerk.
9. Provide legal court documents to public for court assistance purposes.
10. Work within the guidelines of the current court policies and county policies and procedures.
11. Other duties as assigned and directed by the elected Court Clerk/Auditor/Recorder, Chief Deputy Clerk, Supervisor, and Lead Court Clerk.