

JOB POSTING

POSITION: CLERK TYPIST

DEPARTMENT: CLERK OF COURTS

POSITION PURPOSE: PROVIDES CLERICAL ASSISTANCE FOR ALL DIVISIONS OF THE CLERK OF COURTS OFFICE.

MAJOR DUTIES:

1. Assists customers at the Civil, Family, and Small Claims Counter; processes passport applications, restraining orders and other requests, including receipting fees.
2. Back-up to main phone line in the absence of the receptionist.
3. Scans documents on all case types into the case management system.
4. Back-up to Civil/Family and Small Claims division; entering documents, docketing and other data entry duties as needed.
5. Prepares and copies all copy requests as needed.
6. Performs related duties as assigned.

GENERAL QUALIFICATIONS:

1. Thorough knowledge of office terminology, practices, procedures and equipment.
2. Ability to type accurately at a rate of 35 wpm.
3. Ability to file information properly and consistently.
4. Ability to operate various office copy machines and equipment.
5. Ability to deal effectively and cordially with the general public.
6. Ability to establish and maintain effective working relationships with fellow employees.
7. Possess good organizational skills.
8. High school or its equivalency required plus related experience preferred.