

DEPUTY CLERK
ST FRANCIS COUNTY DISTRICT COURT
JOB ANNOUNCEMENT

This Position is a full-time position
Hours are typically Monday-Friday 8am to 4pm
Starting pay \$10.75 hr.

Minimum Qualifications:

Applicants for deputy clerk positions must have a high school diploma or equivalent, be at least 18 years of age, and be able to pass a criminal background check.

Deputy clerks provide general support where needed to the Court Clerk and Judges in the county/City court system. They must be proficient in operating office equipment and computers including the ability to type at least 40 words per minute and use basic programs such as the Microsoft Office suite. Deputy clerks complete and report on the variety of tasks assigned to them by supervisor; as such, strong listening skills and the ability to prioritize tasks and complete them within deadline are required. Deputy clerks must possess good written and verbal communication skills, and they are expected to relay written and verbal messages to supervisors and the public, as well as answer phones and respond to mail and email politely and effectively.