



County of Saint Joseph, Indiana
Department of Human Resources
227 West Jefferson Boulevard
South Bend, IN 46601
Phone: 574-235-9547 Fax: 574-245-6602

Position: DEPUTY CLERK, Traffic & Misdemeanor

Opening Date: November 30, 2016

Closing Date: Until Filled

Salary: \$26,250

Department: County Clerk, Traffic & Misdemeanor

Location: 1855 Court House

Description:

This position is full-time, non- exempt and is covered under the Saint Joseph County Employee Policy Manual.

Hours: 8:00 a.m. to 4:30 p.m.

Shift Times: Monday through Friday

Essential Functions:

Customer service, answering phones, filing, paperwork and enter and inquire on both Statewide Odyssey and Incite computer programs and other tasks assigned by Supervisor. These duties include updating court dockets, correspondence to written inquiries, process requests for disclosure of Public Records, work with attorneys and judicial staff, scanning documentation, printing and preparing court lists for clerk's office and judicial staff, pulling and preparing dockets for court dates, assisting the general public, filing dockets, any duty assigned by supervisor.

Qualifications:

Good communication skills, time management skills, computer skills, basic reading & math skills, ability to work with others, ability to learn quickly, ability to "defuse" issues.

Equal Opportunity Employer