

DEPUTY CLERK- CIVIL DIVISION

****Pursuant to Article 6, Section 4 of the Constitution of the State of Indiana, a deputy clerk of the circuit court must be an elector of the county and have been an inhabitant thereof during one year next preceding the appointment.*

This position is full-time, nonexempt, classified and covered under the DeKalb County Government Employee Personnel Handbook. This is an employee-at-will position.

Hours are 8:30 a.m. - 4:30 p.m. with 1 hour unpaid lunch; 35 hours/week; overtime as required.

This position is offered a comprehensive and competitive benefits package, which includes:

- Competitive pay - DOE
- Medical, dental, vision and more
- Retirement Plans
- Paid time off and holidays
- Direct Deposit

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability necessary. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions, unless those accommodations would present an undue hardship.

REQUIREMENTS:

- High School Diploma with one year experience in a law related field preferred.
- Strong computer skills with the ability to use Microsoft Office and other job related software.
- Ability to perform a variety of office related support activities.
- Cash handling experience.
- Excellent interpersonal and communication skills.
- Ability to maintain strict confidentiality.
- Able to take direction and work independently with little or no supervision.
- Ability and willingness to learn.

ESSENTIAL FUNCTIONS:

- Comply with all policies and procedures of DeKalb County Clerk's Office and DeKalb County Government.
- Responsible for processing civil cases including, but not limited to legal documents, data entry, scanning and correspondence.
- Maintain current and accurate court case files.
- Enter financial charges on cases per court order.
- Calculate interest and payoffs on civil judgments.
- Process payments and balance cash drawer.
- Answer telephone, greet office visitors, and provide information and direction.
- Correspond with counsel, court and clients.
- Handle incoming and outgoing mail.
- Perform all other administrative duties as assigned, including overtime as required.

WORKING CONDITIONS:

Work is performed in a standard office environment and at the public counter; subject to sitting for extended periods of time, standing, walking, bending, reaching, and lifting of objects up to 25 pounds.

Interested applicants should submit your cover letter and resume to careers@co.dekalb.in.us. Please enter *Civil Deputy* on the memo line no later than January 7, 2021.

New hire must agree to adhere to all policies and procedures of DeKalb County Government and State Board of Accounts. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, age, sexual orientation, gender identity, disability, or veteran status.

WE E-VERIFY!