

CIRCUIT CLERK'S OFFICE

Date 12/14/2022

The Circuit Clerk's Office has an opening for a clerk in the criminal and traffic division. The position is a high flow work environment (you will be busy) and will require the ability to multi-task, attend court proceedings, answer phone calls, complete data entry, scan and email documents.

Requirements:

- High School Diploma or Equivalent
- Good People Skills
- Multi-Tasking
- Computer Knowledge
- Good Organizational Skills

Benefits and Pay:

- County Insurance with a \$75 per month contribution by the employee.
- Pay rate of \$17.84
- 3 personal days per year
- 1 sick day per month
- Vacation after 1st year

Sincerely,

Randy Pollard
Jefferson County Circuit Clerk