



Grant County

progress IN motion

August 30th, 2013

Job opening in the Grant County Clerk's office (Courthouse).

All applicants are required to complete a Grant County Employment Application and submit a resume.

Position Title: 2nd Deputy Clerk, Clerk's office, Must be an elector of the county and have been an inhabitant thereof during one year next preceding his/her appointment.

Position Employment: Full time (35 hour week)

Education: Minimum of high school diploma or GED.

Job Responsibilities: Filing of court documents, receiving money for filing fees, fines and court cost, cost of copies and issuing receipts, assist individuals coming to the public counter. Working with Courts and staff and Attorneys and staff along with other departments within county government. Answer the telephone and assisting the callers and transferring them to the proper person if needed. Opening the mail and dispersing to proper area or office, filing cases or documents received by the clerks office. Handle the billing of offices or agency who have accounts for monthly copy fees, and mailing out the court documents. Assist other Clerks staff members as needed and be able to multitask.

Knowledge, Skills and Abilities: Computers, typewriters, copiers, printers, calculator, fax machine and telephone.

Working Conditions: Professional Office

Hours, Salary and Benefits: 8 a.m. to 4 p.m, Monday - Friday, \$22,238.00 (hourly \$12.21), Health insurance and other benefits as directed by county handbook.

Applications will be taken until Noon, September 13th, 2013 .

Grant County is "An Equal Opportunity Employer."

Clerk of the Courts

J. Mark Florence
Clerk of the Grant Circuit
and Superior Courts

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