

**CARBON COUNTY DISTRICT COURT
JOB POSTING**

POSITION: DEPUTY CLERK

DEPARTMENT: DISTRICT COURT

PAY RATE: DOE

Under general supervision from the Clerk of District Court, this position performs a variety of court support duties and clerical tasks: reception duties, responding to questions, cash receipting, indexing documents, maintaining court records, files, dockets, prepare files for scanning, entering orders, opinions and judgments in appropriate dockets, process defaults, motions for judgment on the pleadings, accept application for informal probate, issue orders admitting the will and appointing personal representatives and directing letters to the applicant, issue marriage licenses, collect water commissioner fees and perform other related duties as required.

Knowledge of District Court policies and procedures; County policies and procedures; court clerical practices and procedures; business English, spelling and grammar; confidentiality regulations and practices applicable to court proceedings. Ability to use common office machines; operate Full Court Enterprise system and related software, including jury programs, drafting legal forms and documents according to prescribed standards; communicates effectively orally and in writing; follows verbal and written instructions; establish effective working relationships with fellow employees, supervisors, and citizens.

The listed knowledge, skills and abilities are acquired through a combination of education and experience equivalent to graduation from high school and one (1) year of clerical experience. Legal office and/or court experience preferred.

This position requires the ability to stand, bend at the waist, kneel, reach over the head, talk, hear, see and climb stairs. Must be able to move or lift documents and materials weighing up to 25 pounds. Position requires frequent contact with coworkers, supervisors, attorneys and citizens.