



#8361b

Deputy Court Clerk I/II

Jefferson County Clerk of Courts is seeking an individual with exceptional organizational and customer service skills to maintain court records and/or bookkeeping records. This full time position requires effective communication and high attention to detail.

Minimum Requirements:

Court Clerk I: High school diploma, 1-2 years general office experience with an emphasis on general bookkeeping/accounting, customer service, and previous computer experience or equivalent. Starting wage: \$13.46/hr.

Court Clerk II: High school diploma with 2 years vocational training with an emphasis on legal procedures, general bookkeeping/accounting, customer service, and previous computer experience or equivalent and 3-4 years general office experience or equivalent. Starting wage: \$15.21/hr.

Candidate must be able to perform all duties within strict deadlines and under pressure from the court system, requiring speed, sustained attention and a high degree of accuracy. Previous legal experience beneficial. Jefferson County Clerk of Courts conducts pre-employment background checks.

Application review begins August 7, 2015. Position open until filled. Visit www.jeffersoncountywi.gov or Human Resources for position details and application. Submit application online or send to: Jefferson County Human Resources, 311 S. Center Ave., Jefferson, WI 53549. EOE