

JOB OPENING

**Job Title: Part-Time Court Clerk
and Deputy County Clerk
Department: Rich County Clerk's Office/Justice
Court**

GENERAL DUTIES

Must perform a variety of clerical, secretarial and routine duties as required to maintain proper processes, procedures and protocol related to civil, criminal, traffic, misdemeanor cases brought before the justice court. Must be able to pass a background check. The individual must work well with others and must be dependable.

Anyone wishing to apply for this position can pick up an application in the Rich County Clerk's Office or on the County web site richcountyut.org. Position open until filled. If you have questions about the job, contact County Clerk Becky Peart at 435-793-2415