

## Job description

- Enters and scans data, motions/filings pertaining to civil cases into case management software
- Creates, pulls, and maintains files
- Prepares court dockets
- Provides copies to attorneys, customers, and other governmental agencies
- Responds to public and attorney telephone inquiries
- Use basic office equipment and machinery (i.e. computer, typewriter, facsimile machine, copier, etc.)
- File correspondence properly
  
- Organize and prioritize the daily workflow
- Work as a team member with other employees
- Handle multiple tasks simultaneously with frequent interruptions
- Deal with others in a professional manner
- Maintain professional composure in heated situations
- Follow departmental procedures set out by administration (Court Clerk and Department Supervisor)

Hide full description

### Job type

- Full time

### Schedule

- 8-hour shift
- Monday to Friday

### Pay

\$28,080.00 per year/ \$13.50 hr.

### Benefits

- Retirement plan
- Life insurance
- Health insurance (if employee is only one covered, no fee)
- Dental insurance
- Vision insurance
- Paid time *off*