

**Piatt County Circuit Clerk's Office**  
**Seth E. Floyd, Circuit Clerk**



<b>Job Title:</b>	Deputy Circuit Clerk	<b>Department:</b>	Circuit Clerk's Office
<b>Location:</b>	Piatt County Courthouse	<b>Travel Required:</b>	None
<b>Salary:</b>	\$13.76/Hour starting pay as of December 1, 2020	<b>Position Type:</b>	Full Time Bargaining Unit Position

**Job Description:**

**ROLE AND RESPONSIBILITIES**

Assisting and responding to inquiries from attorneys, judicial officers, the law enforcement community and the general public; Preparing, reviewing and processing legal documents, correspondence, motions, and/or orders; Collecting fines, fees and bond payments; Other tasks as assigned by the Circuit Clerk;

**MINIMUM REQUIREMENTS**

High school or GED required. Ability to develop and maintain positive working relationships; good work/attendance record. All employees must be at least 18 years of age. Ability to pass a background check.

**PREFERRED SKILLS**

Able to proficiently speak, write, and type the English language. Possess at least a high school level of math & computer skills. Knowledge of local court rules; legal terminology; court records maintenance, retention and destruction; High attention to detail; Basic computer and typing skills to include experience with Microsoft Office applications and data entry software.

**ADDITIONAL NOTES**

This is a bargaining unit position with a six (6) month probationary period.