

POSITION VACANCY

**APPLICATIONS WILL BE ACCEPTED FROM IN-HOUSE APPLICANTS ONLY
BEGINNING FEBRUARY 3, 2025 THROUGH FEBRUARY 7, 2025.**

**APPLICATIONS FROM THE GENERAL PUBLIC WILL BE ACCEPTED
BEGINNING FEBRUARY 8, 2025 AND UNTIL THE POSITION IS FILLED.**

JOB TITLE: Deputy Clerk – #11070

Date Posted: February 3, 2025
Department: Clerk of Courts
Hours: 35.5 hrs./Full-time
Salary: \$20.40/hour

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Wayne County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job unless accommodation would cause an undue hardship.

Incumbent serves as Deputy Clerk-Marriage/Tax Warrants for the Clerk's Department, responsible for processing mail, marriage licenses, and tax warrants.

DUTIES:

Assists the public and processes tax warrants, marriage licenses, information or copies of marriage records, wills, divorce, and probation papers. Assists public with researching records for genealogy or legal purposes.

Answers telephones and greets office visitors, directing to appropriate individual or taking messages as needed.

Enters foreign judgments into judgment docket, transcribes to real estate book, and returns original file copy.

Composes and types correspondence, providing information requested by mail or phone.

Processes incoming and outgoing mail, including gathering attorney mail, and sorting, posting, and bundling outgoing mail.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED.

Working knowledge of legal codes and terminology and guidelines, with ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of standard English grammar, spelling, and punctuation.

Ability to comply with all employer/department personnel policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to effectively communicate both orally and in writing with co-workers, other County departments and the general public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to operate standard office equipment, including computer, typewriter, fax machine, postage meter, copier, telephone, and microfilm reader.

Ability to compile, collate and classify data.

Ability to file, post, and mail materials.

Ability to work with others in a team environment.

Ability to read, understand and follow oral and written instructions.

Ability to work rapidly for long periods of time and work on several tasks at the same time, often under time pressure.

Ability to apply knowledge of people and locations.

Ability to count and make simple arithmetic additions and subtractions.

Ability to occasionally work extended hours.

II. RESPONSIBILITY:

Incumbent performs standard, recurring duties according to standard operating procedures or policy manuals. Incumbent's assignments and objectives are set jointly by supervisor and incumbent with priorities determined by supervisor. Decisions are always determined by specific instructions or established policies and procedures. Errors in incumbent's work are primarily detected or prevented through procedural safeguards. Undetected errors may result in inconvenience to other agencies and the public.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, and the general public for the purposes of exchanging information.

Incumbent reports directly to the Clerk of Courts.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties at a service counter, involving sitting/walking at will, sitting for long periods, pushing/pulling/lifting/carrying objects weighing under 25 pounds, bending, crouching, and kneeling, reaching, keyboarding, close vision, speaking clearly, color and depth perception, hearing sounds/communication, handling/grasping/fingering objects. Incumbent may work in confined areas, such as file rows.

Incumbent occasionally works extended hours.

APPLY AT: **Wayne County Government**
Human Resources
401 East Main Street,
Richmond, IN 47374

ONLINE AT: <http://www.co.wayne.in.us/web/jobs/index.php>

Wayne County Government
is an
Equal Opportunity Employer