



## Rogers County Job Opportunity

If interested please complete an application and return it to Rogers County Court Clerk's located in the Rogers County Court House or submit to [cathi.edwards@oscn.net](mailto:cathi.edwards@oscn.net)

Title: Deputy Court Clerk	Department: Court Clerk's Office
Reports to: Court Clerk	FLSA Status: Non-Exempt
Pay: Based upon Experience	Full Time/Part Time/Temp: Full-Time
Position Posted: June 13, 2022	Posting Closes: Until vacancy is filled

### **Position Profile**

We are looking for a multi-tasker with excellent customer service and people skills. A deputy court clerk performs a variety of administrative duties in the county court systems. They also provide customer service to the public, judicial officers, attorneys and other courthouse staff. Must be a helpful and positive presence in the office.

### **Qualifications**

- Prior office experience or legal/court experience
- Excellent computer skills
- Excellent customer service skills
- Proficient in typing and data entry
- Attention to detail
- Ability to multi-task
- Be willing to learn all aspects of the office
- Must be able to pass a pre-employment drug screen and background check

### **Education and/or Experience**

- High School or GED equivalent. Preference for prior legal and/or abstracting experience

**Notice:** While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; walk; and stoop, kneel, crouch or crawl. The employee is occasionally required to sit and climb or balance. The employee must regularly lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**Rogers County is an equal opportunity employer**