



Rogers County Job Opportunity

If interested please complete an application and return it to Rogers County HR located in the County Clerk's Office of the Rogers County Court House

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: September 14, 2020	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
- Excellent computer skills
- 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