

POSITION OPENING

Deputy Clerk – Clerk's Office

RESPONSIBILITIES

Responsible for completing a variety of file preparation, data entry, and public service duties to ensure proper processing and filing of Court documents.

Receives releases and judgements from Circuit and Superior Courts and enters in Judgement Order Book.

Scans motions and orders for Circuit and Superior Courts.

Completes SR-16 forms for Bureau of Motor Vehicles (BMV).

Processes record of name changes, including obtaining birth certificates as required.

Processes protective orders, processes appeals requests, and performs FBI and Social Security criminal searches.

Processes, records, and satisfies estate claims.

Processes passport applications and issues and records marriage licenses.

Performs voter registration and election duties, including, but not limited to, entering registrations in computer, answering questions from the public, distributing election materials, packaging and sorting materials, and reporting election results to local media.

Assists the public via telephone and in person.

Performs related duties as assigned.

REQUIREMENTS

High School Diploma or GED.

Must pass a medical exam and a drug test.

Knowledge of legal terminology and standard policies and procedures concerning preparation and filing of Court documents.

Ability to operate standard office equipment.

Ability to maintain confidentiality.

Send resume/application to Gayle Pennington at gpennington@dearborncounty.in.gov