

JUAB COUNTY JOB ANNOUNCEMENT

This is a part-time position and is open to all interested, qualified applicants

POSITION TITLE: Justice Court Clerk I

SALARY: Starting wage of \$10.63/hr. during a 6 month probationary period. Upon successful completion of probation, wage shall be increased to \$11.16/hr.

JOB SUMMARY:

Performs a variety of clerical and general administrative duties designed to expedite the functions, actions, judgements, processes, and procedures associated with the office of the Juab County Justice Court.

This position shall be limited to 19 hours per week. No County benefits including retirement, health insurance, etc. shall be provided. There is career ladder advancement potential.

MINIMUM REQUIREMENTS:

High school diploma or equivalent and three (3) years of general clerical support work experience preferred. Equivalent combinations of education and experience may also be considered. Selected applicants shall be prepared to pass a typing test at or above the rate of 40 WPM net. Selected applicants are subject to, and must pass, a criminal background check. Previous Justice Court Clerk Experience preferred.

LICENSING AND CERTIFICATION

Incumbents may be required to take and successfully pass 15 hours of additional training each year

TO APPLY: Submit completed Juab County employment application (available at: "juabcounty.com" under "permits and licenses") and resume (optional) including: **1)** a summary of work experience, **2)** References; **3)** a signed statement identifying any relatives (including the nature of the relationship) currently employed by Juab County.

Send to: *Juab County Justice Court Clerk I Office Vacancy, c/o Juab County, 160 North Main, Nephi, UT. 84648*, by 5:00 p.m. on September 12, 2018

Juab County is an equal opportunity employer!