

JOB OPPORTUNITY

BEAR LAKE COUNTY HAS AN OPENING FOR A DEPUTY COURT CLERK

Full time position with benefits, retirement, steady hours, and paid holidays. Starting wage will be i\$21.78.

DUTIES INCLUDE:

- Performing complex legal, secretarial, and clerical duties in an office or court setting.
- Managing schedules and multiple projects.
- Data entry, document preparation, and financial controls.
- Work, coordinate, and cooperate with various professionals and members of the public, including courthouse personnel, legal professionals, law enforcement, victims of crime, and general public under stressful circumstances. Must be a problem solver who can work independently following training.

DESIRED QUALIFICATIONS:

Preference given for advanced secretarial, computer, and customer service skills. Legal or government experience a plus. Higher education highly desirable.

HOW TO APPLY:

Applications are available at Bear Lake County Clerk's office, 30 N Main, Paris, Idaho or at bearlakecounty.info. For questions call 208-945-2212 extension 5.

Bear Lake County is an Equal Opportunity Employer.