

## **JOB OPPORTUNITY**

### **BEAR LAKE COUNTY HAS AN OPENING FOR A DEPUTY COURT CLERK**

Full time position with benefits, retirement, steady hours, and paid holidays. Wage will be is \$22.40 per hour following introductory period.

#### **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](http://bearlakecounty.info). For questions call 208-945-2212 extension 5.

**Bear Lake County is an Equal Opportunity Employer.**