

CLERK OF THE CIRCUIT COURT  
SIXTH JUDICIAL CIRCUIT  
PIATT COUNTY, ILLINOIS  
SETH E. FLOYD



## Job Posting

<b>Job Title</b>	Part-Time Deputy Circuit Clerk
<b>Job Summary</b>	Deputy Circuit Clerks are responsible for assisting customers (both internal and external) with court available resources including: copies of court documents, researching court records, processing payments, mail handling & distribution, operating in case management software, and preparing documents, receipts, and forms. Clerks may be required to work in a courtroom setting and handle sensitive information while maintaining confidentiality. Position is an average of 20 hours per week part time, generally on Tuesdays, Wednesdays, and Thursdays. Hours are at a minimum 9:00a.m. – 3:00p.m. up to operating hours of 8:30a.m.-4:30p.m.
<b>Minimum Qualifications</b>	High school or GED required. Ability to develop and maintain positive working relationships; good work/attendance record. All employees must be at least 18 years of age. Basic computer and typing skills to include experience with Microsoft Office applications, accounting software, and data entry software.
<b>Salary Range</b>	Set by IUOE current labor agreement with Piatt County at \$12.00/hour.
<b>Apply to</b>	Applications available at the Piatt County Circuit Clerk's Office (101 W. Washington 2 <sup>nd</sup> Floor Monticello, IL 61856) or on <a href="http://www.piattcounty.org">www.piattcounty.org</a>
<b>Disclaimer</b>	All applicants must submit an employment application—resume and cover letter are optional but encouraged. Applications can be submitted in person, by mail (P.O. Box 288 Monticello, IL 61856), or email to the attention of Seth E. Floyd at <a href="mailto:piattcourt@piattco.org">piattcourt@piattco.org</a> . Equal Opportunity Employer.

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Piatt County Circuit Clerk's Office  
101 W. Washington Street P.O. Box 288 Monticello, IL 61856  
P: (217) 762-4966 F: (217) 762-5906  
[piattcourt@piattco.org](mailto:piattcourt@piattco.org) [www.piattcounty.org](http://www.piattcounty.org)