



**JOB ANNOUNCEMENT**

Justice Court Clerk

Part time working 29 hours per week

With prorated benefits, no medical

Grade 11 @ \$12.61

Performs a variety of complex clerical duties as required to expedite the receiving and processing of traffic citations, small claims, criminal cases and related judgments and warrants in the Justice Court Office.

Graduation from high school or GED with some course work emphasis in secretarial skills and general office procedures and/or 2 years of experience related to the above. Must be able to type 40 wpm and have great word processing skills. Ability to communicate effectively verbally and in writing. Ability to work under time and workload pressures. Ability to handle stressful situations and complex problems.

Must be an Emery County resident or be able to relocate to Emery County.

Applicants for employment may be required to undergo a drug test and basic background as a condition of employment.

Send, fax, or email resume, employment application, and results of a type test by going to [www.speedtypingonline.com](http://www.speedtypingonline.com) to: Mary Huntington, Emery County Personnel, Box 907, Castle Dale, UT 84513. Fax: 435-381-2308 Email: maryh@emery.utah.gov

**Recruiting for this position ends May 25, 2018, at 5:00 p.m.**

EMERY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER