

POSITION VACANCY

**APPLICATIONS WILL BE ACCEPTED FROM IN-HOUSE APPLICANTS
BEGINNING NOVEMBER 7, 2025, THROUGH NOVEMBER 12, 2025.**

**APPLICATIONS WILL BE ACCEPTED FROM THE PUBLIC BEGINNING
NOVEMBER 13, 2025, THROUGH JANUARY 7, 2026.**

(POSITION IS OPEN FOR 60 DAYS UNLESS FILLED PRIOR TO DEADLINE)

ON-LINE: <https://www.co.wayne.in.us/jobs/index.php>

JOB TITLE: Deputy Clerk-Civil Floater, #10110

Date Posted:	November 7, 2025
Department:	Clerk of Courts
Hours:	35.5 hours/weekly
Annual Salary:	\$20.40/hr.

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below in this document are representative of the knowledge, skill, and/or ability required. Wayne County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job unless accommodation causes undue hardship.

Incumbent serves as Deputy Clerk-Civil Floater for the Clerks Department, responsible for performing various clerical duties, data entry, and assisting the public.

Duties:

Takes child support payments, prints child support checks, mails, and prints reports. Prints payment history, reviewing payments, helping public with child support issues or concerns. Supports verification of various agents. Mantis forms for office.

Answers telephone and greets office visitors, directing to appropriate individuals or taking messages as needed.

Assists and advises the public with various paperwork, ensures paperwork is correct, and answers questions.

Assigns numbers, file-marks, and schedules a court for new suits and enters information into the computer.

File marks pleadings and motions that come via mail, checks documents for accuracy, and enters them into the computer. File marks and enter data into computer that is e-filed by attorneys.

Performs various clerical duties, including sorting, prioritizing, and distributing mail, making copies of documents for attorneys and the public, and scheduling court appearances.

Maintains cases files and checks status of cases upon request by attorney or the public. Review court orders for signatures and court dates and enters data into computer.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED.

Working knowledge of standard office procedures, and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Ability to comply with all employer/department personnel policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to effectively communicate both orally and in writing with co-workers, other County departments, Child Support Divisions, attorneys, and the general public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to operate standard office equipment, including computer, typewriter, calculator, fax machine, postage meter, copier, and telephone.

Ability to compare or observe similarities and differences between data.

Ability to compute, perform arithmetic operations, such as measuring and figuring.

Ability to analyze, evaluate, and observe, and take action based on data analysis.

Ability to compile, collate and classify data.

Ability to file, post, and mail materials.

Ability to work with others in a team environment.

Ability to work rapidly for long periods of time and work on several tasks at the same time, often under time pressure.

Ability to plan and layout work assignments.

Ability to understand, carry out, memorize, and retain oral and written instructions.

Ability to read/interpret detailed prints, sketches, layouts, or maps.

Ability to regularly work extended and weekend hours.

II. RESPONSIBILITY:

Incumbent receives indirect or occasional supervision with assignments guided by definite objectives using a variety of methods and procedures. Work priorities are determined by a formal schedule, and the service needs of the public. Decisions are always determined by specific instructions or existing, well-established policies and procedures. Errors in incumbent's work are primarily detected or prevented through prior instructions from supervisor, supervisory review, legally defined procedures, procedural safeguards, and notification from other departments, agencies, or the public. Undetected errors may result in loss of time to correct error, work delays in other departments or agencies, inconvenience to other agencies or the public, and/or loss of money to other agencies or the public.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, Child Support Divisions, attorneys, and the general public for the purposes of exchanging information, explaining/interpreting policies and procedures, and teaching/presenting subject matter to others through explanation.

Incumbent reports directly to the County Clerk.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, involving sitting for long periods, working in a noisy environment, pushing/pulling/lifting/carrying objects weighing between 25 and 50 pounds, reaching, keyboarding, close and far vision, speaking clearly, and hearing sounds/communications. Incumbent may occasionally be exposed to or work with violent/irate individuals.

Incumbent is regularly required to work extended and weekend hours.

APPLY AT: Wayne County Government
Human Resources Department
401 E. Main Street,
Richmond, IN 47374

On-line: <https://www.co.wayne.in.us/jobs/index.php>

Wayne County Government is an Equal Opportunity Employer