

# **POSITION VACANCY**

**APPLICATIONS FROM THE GENERAL PUBLIC WILL BE ACCEPTED  
BEGINNING JANUARY 24, 2023 UNTIL THE POSITION IS FILLED.**

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

**JOB TITLE: Part-time File Clerk, #13510**

**Date Posted:** January 24, 2023  
**Department:** Clerk of Courts  
**Hours:** 20 to 29 hrs per week  
**Salary:** \$16.26/hour

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Wayne County provides reasonable accommodations 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 would cause an undue hardship.

Incumbent serves as Part-time File Clerk responsible for all court files and archives.

## **DUTIES:**

Pulls and/or returns files for courts.

Maintains file room and archive files located in basement of courthouse.

Scans documents and/or files as directed by Clerk or designee. This involves required training in the court management database for permanent retention of records.

Tracks files for microfilm and destruction of records.

Pulls and/or returns files as requested by genealogists, abstractors, or general public.

Makes copies of records for public as needed.

Performs related duties as assigned.

## **I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:**

High school diploma or GED.

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

Working knowledge of standard English grammar, spelling, and punctuation.

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, attorneys, collection agencies, businesses law enforcement agencies, judges, 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, postage meter, copier, and telephone.

Ability to compile, collate, and classify data.

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

Ability to file, post, and mail materials.

Ability to work alone with minimum supervision, and with others in a team environment.

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

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to plan and layout work assignments.

Ability to occasionally work extended hours.

## **II. RESPONSIBILITY:**

Incumbent performs standard, recurring duties according to standard operating procedures or policy manuals. Incumbent's assignments and objectives are set jointly by supervisor and incumbent with priorities determined by supervisor and service needs of the public. Errors in incumbent's work are primarily detected or prevented through prior instructions from supervisor, notifications from other departments, agencies, or the public and procedural safeguards. Undetected work errors may result in loss of time to correct error or inconvenience to other agencies or the public and/or possible termination.

Incumbent will keep all information either read or received confidential and understands failure to do so will result in immediate termination. Incumbent will be required to work in several areas without supervision which requires self discipline and the ability to stay on task. Failure to do so could result in termination.

## **III. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other County departments, attorneys, collection agencies, businesses law enforcement agencies, judges, and the general public for the purposes of exchanging information and explaining/interpreting policies and procedures.

Incumbent reports to Records Clerk. In the absence of the Records Clerk, incumbent reports to Chief Deputy or Civil Clerk Supervisor.

**IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties in a standard office environment, involving sitting/walking at will, sitting for long periods of time, pushing/pulling/lifting/carrying objects weighing under 25 pounds, bending, keyboarding, close vision, speaking clearly, hearing sounds/communication and handling/grasping objects.

**APPLY AT:** Wayne County Government  
Human Resources  
401 East Main Street  
Richmond, IN 47374

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

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