

**WELLS JUSTICE COURT
EMPLOYMENT OPPORTUNITY ANNOUNCEMENT**

POSITION: Wells Justice Court - Court Clerk

HOURLY SALARY: Grade 136
STEP 1 - \$20.41
STEP 2 - \$21.02
STEP 3 - \$21.65

DEADLINE: Applications for this position shall be accepted until
Friday, September 11 at 5:00 pm.

The Wells Justice Court has an opening for a full-time Justice Court Clerk.

The successful applicant will perform a wide variety of legal and clerical support work for the Wells Justice Court. The position requires knowledge of proper English, spelling, and attention to detail in all aspects of the position.

Duties of the position may include: interacting with and providing the correct information to the public, court litigants, attorneys, law enforcement agencies and other interested parties; distributing proper forms to litigants that come to the Court window for service; answering the phone and assisting the public with questions or concerns; the ability to deal with angry, irritated individuals in a variety of situations; entering, reviewing and verifying data in the Court's electronic case management system; preparing a variety of legal documents, including creating forms and orders; scheduling court hearings with litigants, attorneys and other parties; receiving and preparing court proceedings for small claims, traffic, civil and criminal matters; preparing accurate, proper court proceedings and sitting in court for extended periods of time; accepting legal documents for filing and placing documents received into their appropriate case files; proper processing payments of fines and fees at the window, by phone or over the internet and balancing all financial documents as needed; preparing bank deposits; operating a variety of office machines and equipment such as typewriters, copy machines and computers; and preparing and processing arrest or bench warrants; responsible for performing other duties assigned by the Judge. The successful candidate will be respectful and professional at all times, including understanding the difference between public and confidential information, taking special care to preserve the confidentiality of the court's work product and matters discussed in court.

Minimum Qualifications:

High school diploma or its equivalent REQUIRED. Must possess a valid driver's license. Prior experience working with a court, law office or law enforcement agency a plus. Applicant must have strong computer skills and the ability to multitask under pressure while maintaining a friendly and professional demeanor with members of the public and co-workers.

Benefits:

Excellent benefits package, including contribution to the public employees' retirement system and minimal fee for employee/family medical, dental and vision insurance.

Application process:

Interested applicants are required to submit a completed employment application packet, resume and cover letter to the Wells Justice Court (to the attention of Judge Calton) or to Elko County Human Resources. Applicants that fail to submit all of the required items may not be considered by the Court. Applicants for the position may be subject to testing and the person hired must successfully complete a criminal history background check.

The employment application may be obtained online at www.elkocountynv.net or:

Wells Justice Court
1510 Lake Avenue (Physical)
PO Box 297 (Mailing)
Wells, Nevada 89835-0297
(775) 752-3726 Phone
(775) 752-3363 Fax

Elko County Human Resources
540 Court Street (Physical)
571 Idaho Street (Mailing)
(775) 738-4375 phone
(775) 738-5984 fax

The Wells Justice Court is an Equal Opportunity Employer and Provider

In compliance with applicable laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations