

JOB POSTING

Position Title	Jury Clerk/Court Room Clerk
Department	Jury Commission/Circuit Court/Circuit Clerk
Shift	32 hours a week
Salary (Optional)	
Brief Job Description	Coordinates the daily operations of the jury commission and performs duties of court room clerk.
Education Requirements	High School graduate. Must be competent in various computer software such as Word and Excel. Minimum of two years experience involving legal secretarial duties preferred. Must have excellent people skills.
Additional Comments	
Instructions for Applying	Please send resume or application to: Human Resources Livingston County 112 W. Madison Street, Room 202 Pontiac, IL 61764
Application Deadline	5/13/13