

MONROE CITY COURT CLERK OF COURT'S OFFICE

JOB OPENING DEPUTY CLERK – CASHIER

The office of the Clerk of Court of Monroe City Court is seeking a qualified individual to perform general office/clerical duties, with the primary function of cashier. The Cashier Clerk performs a variety of duties including; providing excellent customer service, data entry, typing, multi-tasking and an assortment of other tasks.

KNOWLEDGE, SKILLS AND ABILITIES

Individuals most suited for Cashier Clerk positions possess experience in cash management, familiar with processing various financial transactions, and are team players with the ability to work under pressure. Cashier Clerks must have the ability to communicate effectively with the general public. The Cashier is familiar with the routine operations of the Criminal Division for each division of the Court.

Must have an excellent knowledge of computers, with proficiency in Microsoft Word and the operation of office machinery, including but not limited to fax machines, copiers, calculators and ten key adding machines. Familiarity with court rules, legal terminology, and up-to-date knowledge of rule changes and the ability to perform each essential duty satisfactorily is representative of the skills required.

TRAINING AND EXPERIENCE REQUIREMENTS:

A high school diploma or equivalent with some college is preferred. Successful candidates must be computer literate, highly organized and have excellent communication skills. Requires self-motivation, being able to work under pressure and the ability to handle a large amount of public interaction.

Cashier Clerks must have a high degree of verbal and written comprehension, the ability to express thoughts clearly both orally and in writing, accurate and proficient typing skills, the ability to work well with others and with limited supervision, and grasp concepts quickly and react to change rapidly. The Cashier Clerk is under the immediate supervision of the Clerk of Court and works closely with the Criminal Deputy Clerk Supervisor.

Minimum of 18 years of age.

Degrees must be from appropriately accredited institutions.

HOW TO APPLY:

Via Fax: 318-329-2622

ATTN: Catherine Varner, Clerk of Court or

Applications can be delivered in person or mailed to:

Monroe City Court

ATTN: Catherine Varner, Clerk of Court

600 Calypso Street

Monroe, LA 71201