

**DEPUTY COURT CLERK TRAINEE
JOB POSTING**

JOB TITLE: Deputy Court Clerk (Trainee)
DEPARTMENT: Eleventh Judicial District Court
REPORTS TO: Court Administrator
SALARY: DOE
LOCATION: Hawthorne, Nevada
JOB TYPE: Full Time Regular
CLOSES: Until Fulfilled

POSITION SUMMARY:

The Eleventh Judicial District Court is actively looking for self-motivated and high-achieving people for the position of Deputy Court Clerk (trainee).

Applications are invited for an eligible list for the position of Deputy Court Clerk (trainee) for the 11th Judicial District Court. The duties include providing information to the public, schedule hearings, notify participants of hearings, issue arrest warrants, request documents or information from other agencies, takes minutes in court, operate audio and video equipment provide data entry of records searches, receive fees, data entry, open new cases, maintain proper records in case management system.

The person who is hired for this position will receive 100% paid health insurance for employee-only coverage. (Employees may elect dependent coverage, with the employee paying the full dependent premiums.) The district also offers PERS retirement contribution.

This position is full time employee in Hawthorne, Nevada.

Applications will be screened and those applicants who successfully pass the initial screening will be contacted to schedule an Oral Interview.

All parties interested in applying shall submit an Application and Resume to Kate Martin at kmartin@11thjudicialdistrictcourt.net.