



**JOB TITLE: DEPUTY CLERK – CIRCUIT CLERK’S OFFICE**

Now hiring Deputy Clerks for the Winnebago County Circuit Clerk’s Office. Full time position, Monday thru Friday 8 AM to 5 PM, with starting pay of \$13.00. Includes many County benefits, including health insurance plans, wellness program, 12 paid holidays, two weeks of paid vacation, Illinois Municipal Retirement Fund (retirement pension), sick leave benefits, free parking, credit union, among many others.

Basic duties consist of, but not limited to, assisting attorneys and the general public with the filing of civil cases, assisting with the filing Orders of Protection, accurate reporting of traffic dispositions to the Secretary of State, and setting new court dates. May also attend sessions of court, update court files, and assist judges with case files. There is occasional overtime associated with the position. Must be proficient using a computer. We will train you on our specialized software program.