



GOVERNMENT OF

**Monroe County**  
I N D I A N A

Home of Indiana University

## NOTICE OF JOB OPENING

|   |   |
|---|---|
| <b>Department Name:</b>                 | Clerk   |
| <b>Position Title:</b>                  | Front Counter Clerk-Part-Time   |
| <b>Position Summary:</b>                | <p>Assists patrons at the front counter and processes pleadings for filings made into Monroe Circuit Court cases.</p> <p>Reviews available data provided within pleadings to discern whether to relate other case types or alert courts to emergency status of pleadings being filed.</p> <p>Schedules hearings and issues notice of hearing upon Petitioners/Plaintiffs for service upon Respondents/Defendants.</p> <p>Digitizes physical case files.</p> <p>Prepares copies, certifying and forwarding information as appropriate.</p> <p>Performs related duties as assigned.</p> |
| <b>Qualifications:</b>                  | High school diploma with courses in computer/ information technologies and business administration or any equivalent combination of education, training and experience which provides the requisite knowledge, skills, and abilities for the job, is preferred.   |
| <b>Salary:</b>                          | \$17.00-\$20.00 Per Hour  |
| <b>Deadline for Application:</b>        | January 5, 2024   |
| <b>Submit Resume and References to:</b> | Nicole Browne, via email to <a href="mailto:nbrowne@co.monroe.in.us">nbrowne@co.monroe.in.us</a><br>Subject line-PT Front Counter Clerk Application   |

**Monroe County and Circuit Court offices are open to the public Monday through Friday from 8:00 a.m. to 4:00 p.m., except holidays.**

**Monroe County is an Equal Opportunity Employer  
Federal Identification Number – 35-1732462**