

****NOTICE****

There will be a position open in the Circuit/Superior department. The current line item title is “Court Clerk”, this position is a COMOT IV. The Court Clerk duties include, but are not limited to:

- Answering phones
- Attending Judge Trockman Felony Court
- Sending of custody sheets to the jail
- Processing of Abstracts for IDOC
- Issuing warrants
- Recalling warrants
- Scheduling formal cases
- Process inmate mail
- Process BMV orders from Judge Trockman’s office

If you are interested in this position, send an email to mtoone@vanderburghcounty.in.gov with the county application and your resume.