

NOTICE

POSTED: Tuesday February 8, 2022

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. Court Clerk duties include, but are not limited to:

- Process E-Filed cases into the court system (Odyssey)
- Attend daily court sessions
- Issue/Recall warrants
- Abstracts
- Probation Transfers
- Schedule court dates
- Help participants at the counter/Back up counter
- Answering phones

If you are interested in this position, submit your application to mtoone@vanderburghcounty.in.gov.