

# **\*\*NOTICE\*\***

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

- Process E-Filed cases into the court system (Odyssey)
- Enter and update court cases into court system (Odyssey)
- Schedule court dates
- Help participants at the counter
- Answering phones

If you are interested in this position, complete an application for Vanderburgh County and attach your resume. Email to [mtoone@vanderburghcounty.in.gov](mailto:mtoone@vanderburghcounty.in.gov). Applications can be found on the Vanderburgh County Commissioners website under job opportunities.