

PART-TIME DEPUTY CLERK

Kane County is now hiring a Part-Time Deputy Clerk in the Justice Court. Applicants must: 1) be 18 years or older and have a high school diploma or equivalent 2) have good people skills 3) have a pleasant personality 4) be computer proficient (particularly word-processing and menu-driven computer programs) 5) have accurate typing, math, receipting, filing, proofreading and organizational skills.

In addition, the successful applicant must be able to clear a Bureau of Criminal Identification background check. Fingerprints will be taken to initiate this security clearance.

Applications can be submitted to Rhonda Gant online at rgant@kane.utah.gov or taken to the Kane County Courthouse. Applications can be found online at www.kane.utah.gov > Human Resource Department > Forms/Downloads.

- Work Schedule:** 24 hours per week; 9:30 a.m. to 3:30 p.m. Tuesday – Friday. \$10.48 per hour – Grade 10 – No Benefits
- Application Deadline:** February 8, 2016, 5:00 p.m.
- Tests:** Typing, filing, proofreading, organization, accounting and math.
- Scheduling Tests:**
- 1) Go online, complete a typing speed test and submit the results with your application.
 - 2) All other tests should be completed by February 8, 2016, at the Kane County Courthouse. Please contact Rhonda Gant; 435-644-4929 or Justice Court: 435-644-2351 to take these tests.
- Interviews:** February 11, 2016 - For those contacted who are moving on in the selection process.
- Starting Date:** February 23, 2016