

Child Support Deputy Clerk Child Support Division

The position consists of moderate-level work under an immediate supervisor in the Child Support Division. This work is complex, time critical and must be performed efficiently and accurately to meet the courts requirements and schedules.

The position involves daily receipting of child support payments, daily customer service via over the counter and over the telephone, court attendance, daily check-up and maintenance of court records. Some of the essential duties and responsibilities involves data entry, in which you will be required to work with a personal computer. Applicant will also be required to work with other programs associated with this position.

Applicant must conform with and abide by all regulations, policies, work procedures and instructions. Applicant must communicate orally and in writing and must be able to present information effectively as well as communicate with co-workers, management, the general public and others in a courteous and professional manner. Applicant must possess the ability to interpret written and oral instructions, handle multiple assignments.

Position description in no way states or implies these are the only duties to be performed by the applicant. All duties and responsibilities are essential job functions and requirement. To perform each job successfully, applicant must possess the skill, aptitudes and abilities to perform each duty proficiently. Applicant must be able to climb stairs, lift heavy boxes of files, sit for long period of time and do repetitive work.

Benefits are included, state retirement, annual and sick leave accrual, paid holidays and insurance.

Submit application and resume online to clerkofcourt@gadsdenclerk.com