

McDonough County Circuit Clerk's Office

McDonough County Deputy Circuit Court Clerk – Qualified applicant must be a resident of McDonough County, possess an outgoing personality, excellent public relation skills, organizational skills, and computer experience. Accuracy is essential.

Responsibilities include data entry, filing documents, maintaining court cases, applying payments, comfortable with public speaking, scheduling, and clerking court.

Thirty-five-hour work week. Paid holidays and vacations, insurance, and retirement benefits. Applications may be picked up at the McDonough County Circuit Clerk's Office, in the McDonough County Courthouse. Deadline for return of applications is May 12.

McDonough County is an Equal Opportunity Employer