



CAREER OPPORTUNITY

Job Title: Law Library Clerk
Department: Circuit Court
Reports To: Trial Court Administrator
Location: 155 N. Main St., Edwardsville, IL 62025
Starting Salary: Madison County AFSCME Pay Step Plan Grade 5- \$17.54/hr
Hours of Work: Monday – Friday, 8:30 a.m. - 4:30 p.m.
Closing Date: March 19, 2018

QUALIFICATIONS

- Education: A high school diploma or equivalent
- Experience: Proficient in Microsoft Office, and two years related experience are required
- Madison County, IL residency requirements must be met within 6 months of hire

EXAMPLES OF DUTIES AND RESPONSIBILITIES

- Provides customer service to individuals who are representing themselves in court using the Self-Help Center
- Provides technical and user support on computer software
- Makes independent decisions in assessing each individual's requests and the manner in which help will be provide
- Answers questions and educates self-represented litigants about materials and resources available in the Self-Help Center
- Acts as liaisons between self-represented litigants and the Circuit Clerk's Office
- Copies, downloads of forms, and assists in maintaining self-help materials
- Completes reports of the number of individuals assisted and demographic data from an online survey completed by the customers of the Self-Help Center
- Uses discretion when dealing with confidential matters.
- Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above

Qualified individuals please submit resume and applications to:

Teri Picchioldi, Trial Court Administrator- 155 N. Main St., Ste 405, Edwardsville, IL 62025

Visit <http://www.co.madison.il.us/jobs> for application and full posting.