

Grantsville City is now accepting applications for the position of Judicial Service Representative. Basic job description is to support the Grantsville City Court. Representative will file court dockets, record payment information for CORIS system, log and deliver messages and perform other clerical duties as required by the Court. Representative will assist in scheduling small claims trials, traffic school, supplemental proceedings and appearances.

Applicant must have attention to detail, be responsible to work in stressful situations. Provide customer service and be precise in preparing documents for court. Confidentiality is mandatory.

A type test of 35 words per minute is required and must be attached to the application. Applicant must possess basic computer skills. A High School diploma or a GED is required. Clerk will be required to obtain 10 hours of training during each calendar year.

This is a part-time position. Hours are limited to 20 hours per week at \$11.00 per hour. No benefits are provided. Closing date for this position is 06/20/2014 at 5:00 p.m. You can pick up an application at City Hall at 429 East Main Street, or you can obtain an application from the Grantsville City website at www.grantsvilleut.gov Please submit an application, type test and resume.

Grantsville City is an Equal Opportunity Employer.