

## **JOB OPENING**

### **Law Library Clerk (Law Library)**

**Qualifications:** A high school diploma or equivalent, proficient in Microsoft Office, and two years related experience are required.

#### **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

#### **SUBMIT ALL APPLICATIONS BY SEPTEMBER 10, 2010 TO:**

TERI PICCHIOLDI, TRIAL COURT ADMINISTRATOR  
CIRCUIT COURT  
155 N MAIN ST, ROOM 405  
EDWARDSVILLE, IL 62025

Salary range is \$14.75/HR to \$18.12/HR Grade 5

This position is covered under the AFSCME Union contract and is supervised by the Trial Court Administrator.

An Equal Opportunity Employer