
Interested individuals must come to the Human Resources Office to complete an application for the position between the hours of 8:00 and 5:00, Monday through Friday or online at the Pulaski County website at www.pulaskicounty.net. The Human Resources Office is located in Suite 100 of the Pulaski County Administration Building - 201 S. Broadway, Little Rock.

POSITION: CENTRAL RECEIVING CLERK
This position is open to the public and County Employees.

POSITION NO: 59

STARTING SALARY: \$29,121 - \$32,758

DEPARTMENT: CIRCUIT/COUNTY CLERK (200)

PRIMARY RESPONSIBILITY / FUNCTION: Responsible for the receipt and processing of all case filings and subsequent pleadings filed in Pulaski County Courts and assigning case numbers.

DUTIES AND RESPONSIBILITIES:

- Receives civil, criminal, domestic relations, and probate cases filed within the divisions of Circuit Court; ensures all necessary documentation and proper fees are submitted.
- Receives, processes, and issues civil complaints, criminal filings, replevins, summons, judgments, garnishments, writs of execution, writs of assistance, writs of possession, writs of Scire Facias, notices, warning orders, civil and criminal subpoenas.
- Ensures that new cases received meet all requirements and are file stamped and entered into the computer to assign a case number and division of circuit court.
- Receives filing fees, inputs payment information into computer designating case number and amount paid, and issues receipts.
- Balances cash and receipt reports daily; submits cash to Accounting Division of Circuit County Clerk's Office.
- Assists individuals in completion of the Domestic Abuse Petition; ensures all information is provided; assigns case number and establishes case file.
- File marks Child Support pleadings.
- Assists customers as needed at counter, via telephone, and via email with filing a case and answering questions as they relate to case filing procedures.
- Establishes a case and assigns a case number for writs of habeas when requested; presents to judge and processes accordingly.
- Completes witness certifications as needed for any witness subpoenaed to testify in a case.
- Performs other related duties as required.

WORKING CONDITIONS:

Work is performed in a smoking restricted office environment.

MINIMUM QUALIFICATIONS:

Completion of high school or equivalent with advanced training in word processing, data entry, bookkeeping courses or related fields; some work experience with clerical record keeping in a legal, court, or related area; or any equivalent combination of experience and training which provides the required skills, knowledge, and abilities.

ADDITIONAL REQUIREMENTS:

- Must be bonded or be able to immediately become bonded.
- *May be subject to a background examination.*

OPEN DATE: 02-13-2017

CLOSE DATE: 02-17-2017 (5:00 p.m.)

Please Note: Applications will not be accepted after the Close Date. A selection will not be made until the Close Date and the selecting official has received all applications.

