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**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](http://www.pulaskicounty.net). The Human Resources Office is located in Suite 100 of the Pulaski County Administration Building - 201 S. Broadway, Little Rock.**

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**POSITION:** CENTRAL RECEIVING CLERK  
This position is open to the General Public and County Employees.

**POSITION NO:** 015

**STARTING SALARY:** \$25,430 - \$28,442

**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.  
Must satisfactorily pass a background examination.

**OPEN DATE: 06-08-2018**

**CLOSE DATE: 06-14-2018 (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.

