

Lynn County is seeking a dedicated and professional individual to join our team as a Deputy District Clerk. This full-time position is responsible for processing a variety of civil and criminal filings as well as handling passport applications. The ideal candidate will demonstrate exceptional phone etiquette, superior customer service skills, and proficiency with the Microsoft Office Suite. Strong communication and teamwork abilities are essential to succeed in this role.

**\*\*Key Responsibilities:\*\***

- Efficiently process civil and criminal filings in accordance with established procedures.
- Manage and process passport applications with accuracy and attention to detail.
- Provide exceptional customer service and support to a diverse clientele.
- Maintain accurate records and ensure confidentiality of sensitive information.
- Collaborate effectively with colleagues to ensure smooth operation of the Clerk's office.

**\*\*Qualifications:\*\***

- High School Diploma or equivalent.
- Demonstrated experience with Microsoft Office Suite (Word, Excel, Outlook).
- Excellent phone etiquette and customer service skills.
- Strong communication skills and the ability to work well in a team environment.
- Clean criminal record.

Applications can be picked up in the Lynn County Treasurer's office.

Lynn County is an equal opportunity employer.