

## Clerk of Court Intern Job Description

### **Clerk of District Court Office General Information:**

The Clerk of District Court is responsible for maintaining and preserving the records of all cases filed within the Ninth Judicial District Court, Sublette County, dating back to 1923.

The Clerk of District Court has many duties, which include the processing of cases and court-ordered payments as well as administration of appeals and jury trials for felony offenses.

### **Job Descript/ Expectations:**

A Ready-for-the -Workforce intern will work side-by-side with the Clerk and two deputy clerks in the office as they perform daily and monthly tasks as dictated by Wyoming State Statutes and Rules, including payments, docket entries, file compilation, record searches, answering phones as well as other office tasks. There will also be an opportunity to sit in on court hearings that are open to the public, along with the *possibility* of working during a jury trial.

### **Necessary Skills:**

Candidates should enjoy teamwork and working with people, as well as have knowledge of Microsoft Word and Excel. Good telephone and customer services skills in greeting and talking to people is a plus.