

Job Opening - Court Clerk's Office



Employment:

The Comanche County Court Clerk's Office has various job categories that are required to operate and maintain the integrity of all Comanche County District Court cases. The Office's primary responsibility is to record, file and maintain as permanent records the proceedings of the district court in Comanche County. This office is a fast-paced, high volume work environment. Salary, benefits, and retirement package offered.

Job Description for employment: DEPUTY CLERK

Applicant will be required to perform all duties that are associated in maintaining the integrity of the Court Clerk's Office that includes, but is not limited to, accountability of case records, filing records, processing new cases, and retrieving case files. Applicant must have a background in customer service, computer literacy, the ability to multi-task, have organizational skills, and a working knowledge of court terminology and/ or background in the legal profession. A high degree of integrity is a must.

Applicant must be motivated and efficient.

E/O/E.

APPLICATION INSTRUCTIONS

Applicant must attach with the completed application as a packet:

- Authorization of release of information
- Résumé
- Copy of either a high school diploma or GED
- Typing certificate - minimum of 45 words per minute

Please do not submit a photo copy of the following with your application packet

- Your social security card
- Your driver's license
- Your passport (card or book)

Applications and résumés shall be submitted by mail or in person no later than 4:00p.m. on November 22, 2024.

NOTE: INCOMPLETE APPLICATION PACKETS WILL NOT BE PROCESSED

Comanche County Court Clerk' Office
315 SW 5th Street, Room 504
Lawton, OK 73501

No phone calls