

**A.F.S.C.M.E.**  
**WAYNE COUNTY SHERIFF**  
**POSTING OF VACANT OR ANTICIPATED VACANT POSITION (S)**

**#21-57**  
**Number**

**July 22, 2021**  
**Date**

**CLERICAL SPECIALIST / CUSTOMER SERVICE – COURT SERVICES**

Personnel desiring this assignment and meeting the specifications, **MUST SUBMIT A WRITTEN REQUEST FOR CONSIDERATION to the [WCSPersonnel@waynecounty.com](mailto:WCSPersonnel@waynecounty.com) email address no later than 4:30 p.m., Monday, August 2, 2021.**

**DESCRIPTION OF DUTIES**

Clerical Specialist / Customer Service – Court Services: The primary function of this position is Cashier. The Cashier is the first person the customer interacts with. The Cashier has the responsibility to adhere to money-handling policies in Wayne County. Additional duties consist of the following: Assist customers in the office and over the telephone with the processing of legal documents for service. Open, sort and route incoming mail. Prepare Proofs of Service, serve as back up Auctioneer, prepare daily cash register deposits, copying, faxing, data entry, emailing, researching homeowners for surplus claims, prepare 3<sup>rd</sup> part deeds, ability to become a notary and other related duties as assigned.

**SPECIFICATIONS**

1. Currently have regular status as a Clerical Specialist/Customer Service.
2. Excellent attendance and disciplinary record.
3. Must have computer knowledge to verify daily tasks and map out workload.

*LaKeisha Solomon*

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Personnel / Payroll Administrator