

**POSITION DESCRIPTION:**

**Class Title:** Clerk of the District Court for Cherry County

**Department:** Cherry County

**CLOSING DATE:** Open until filled – Applications will close when the position is filled.

**POSITION OVERVIEW:**

The Cherry County Board of Commissioners is now accepting applications for the position of Clerk of the District Court. The Clerk of the District Court administers and maintains all official court records, files, and records of proceedings for the district and juvenile courts, as well as records for the Mental Health Board, Keeps records of the proceeding in the District Court, under the direction of the judge. Ensures compliance with audits of the State of Nebraska for the District Court Office regarding the Court Administration of Nebraska. Manages and regulates the District Court budget provided by the Cherry County taxpayers. Responsible for providing clear communication and being a liaison when working with other county entities. Maintaining large financial accounts on behalf of the District Court of Cherry County. Coordinates important and confidential information between the Public, Attorneys, and Judges in an effective manner. This position couples as Jury Commissioner to provide adequate Jurors for County, District, and Grand Jury Trials. The District Court clerk's office is responsible for collecting and disbursing court funds for spousal support, monetary judgments, bail, foreclosures, fines, and other court costs.

Applications may be obtained from the County Clerk's office at 365 N Main Street, Suite 5 or call (402) 376-2771. Return Applications and resume to the Cherry County Clerk, P.O. Box 120, Valentine NE 69201.

Cherry County Board of Commissioners.