

Nome Trial Court NOW HIRING



ALASKA DEPARTMENT OF LABOR
& WORKFORCE DEVELOPMENT



Nome Trial Court is looking for an individual to help represent the mission of the Alaska Court System as a full-time **Court Case Manager II** (salary range 12).

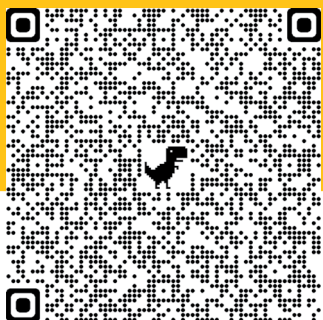
Compensation:
\$30.02 per hour

Benefits:

- 11 paid holidays per year
- 36-hour work week

This position performs a variety of clerical and technical functions including handling customer service inquiries, providing customers with court forms and directing to resources. This role will process civil cases to include receiving court forms, reviewing for proper form and completeness, accepting fees as appropriate, setting up case files, entering computer data and issuing process in the form of summons, warrants and orders to show cause.

This position will also perform in-courting duties to include preparing the courtroom for hearings, calendaring necessary hearings, preparing and distributing court paperwork and ensuring accurate log notes and recordings are produced.



For more information and how to apply, visit Workplace Alaska at doa.alaska.gov/dop/workplace, or scan the QR code on your smart device.

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