

MUNICIPAL COURT CLERK

Posting date: Friday, November 22, 2024

Posting deadline: Friday, December 6, 2024 4:00 p.m.

Pay Grade: 15

The City is currently seeking applications for a Municipal Court Clerk within the Police Department.

Job Summary

Coordinates and manages the daily operations of the court to facilitate the effective performance of the Municipal Court; assumes legal responsibility for all Municipal Court records and documents, and performing additional tasks as assigned.

Knowledge, Skills, and Abilities

Basic knowledge in the principles, practices and procedures of the Municipal Court and the operations and functions of the judiciary; use of modern office equipment; ability to effectively communicate with subordinates, management, members of the general public and all other groups involved in the activities of the Municipal Court as they relate to the judiciary.

Education, Training, and Experience

Minimum Requirements: High school diploma or equivalent; experience in secretarial, general clerical work, computer application and training, or related experience; Notary Public status.

Preferred requirements: Bachelor's degree or associate's degree in business, public administration or related field from an accredited technical school or college.

A full copy of the job description may be obtained by contacting the City Clerk.

This is a full-time position and compensation will be based on qualifications. Applications are available at www.cityofelberton.net (jobs) and will automatically be forwarded to the City Clerk.

The City of Elberton is an Equal Opportunity Employer and a Drug Free Workplace.