

FILLMORE CITY POSITION OPENING

Justice Court Clerk

Fillmore City is accepting applications for a part time justice court clerk. Hours may vary depending on workload. Starting wage \$9.50 - \$11.00 based on experience and qualifications. Position includes a variety of routine to complex court duties such as assisting the public, taking court payments, scheduling and attending court, preparing letters and reports, data entry, and maintaining files and records.

JOB SUMMARY: Works under the direction of the justice court judge and the general supervision and direction of the City Recorder and performs all court duties.

MINIMUM REQUIREMENTS;

- High school diploma and two years office experience.
- At least 21 years of age and pass a criminal background check. Preference will be given to Fillmore residents.
- Extremely competent in oral and written English with proper grammar, spelling, and punctuation; the ability to speak and understand Spanish is desirable.
- Working knowledge of clerical and general office practices and accounting.
- Excellent computer skills and proficient with 10-key, and Microsoft Office Products, internet, and e-mail. Experience with CORIS software is desirable.
- Pass a skills test.
- Ability to understand local, state, and federal laws relating to court.
- Self-motivated, able to follow directions and work independently.
- Good public relations skills and pleasant personality.

Job description and application available at: the Fillmore City Office, 75 West Center; www.fillmorecity.org. Submit completed application, resume, and three references to the city office or emailed to recorder@fillmorecity.org. Open until filled by qualified individual. Applicants must consent to background check and drug testing.

Fillmore City reserves the right to reject any or all applications.

Fillmore City is a drug-free workplace and an Equal Opportunity at-will employer.