



CITY OF SNELLVILLE

DEPUTY COURT CLERK - ADMINISTRATION

Minimum Starting Salary Range: \$41,667.00 per year

APPLICATIONS WILL BE RECEIVED UNTIL: May 31, 2024

DUTIES: This is a responsible position working with the Municipal Court Clerk in maintaining court records, performing court clerk work and providing clerical support to the Municipal Court Judges. Work involves maintaining court records, receiving court fines, producing court documents and responding to inquiries from the general public and other local and state agencies regarding the Municipal Court business. Incumbent prepares bank deposits and works with “Courtware” software system. Accuracy of work is of utmost importance. Deputy Court Clerks will be required to work 4 to 5 Court sessions a month. The Deputy Court Clerk works under the general supervision of the Chief Court Clerk.

MINIMUM REQUIREMENTS: High School diploma or equivalent. Considerable experience in performing clerical duties and secretarial work. Skill and/or experience with Microsoft Office programs and data entry. Ability to work well with the public in tense situations. Must be 18 years of age or older.

HIRING PROCESS: Panel interviews, personal and work background check, criminal history check, financial history check and a successful post offer, pre-employment drug screen.

APPLICATIONS CAN BE FILED AT:

**City Hall
2342 Oak Road
Snellville, GA 30078
www.snellville.org**

THE CITY OF SNELLVILLE IS AN EQUAL OPPORTUNITY EMPLOYER.