



CITY OF SNELLVILLE

ANNOUNCES A VACANCY FOR:

DEPUTY COURT CLERK – ADMINISTRATION (2 Vacancies)

Minimum Starting Salary: \$42,084.00 per year

APPLICATIONS WILL BE RECEIVED UNTIL: January 2, 2026 and thereafter until position filled

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: The hiring process includes a panel interview, evaluation of educational background and work experience, a criminal background check, a financial history check and successful completion of a post-offer, pre-employment drug screening.

APPLICATIONS CAN BE FILED AT:

**City Hall
Personnel Office
2342 Oak Road
Snellville, GA 30078
or online at www.snellville.org**

THE CITY OF SNELLVILLE IS AN EQUAL OPPORTUNITY EMPLOYER.

DATE: December 19, 2025