



**CITY OF SNELLVILLE**

**ANNOUNCES A VACANCY FOR:**

**PART-TIME COURT BAILIFF – MUNICIPAL COURT**

Minimum Starting Hourly Rate: \$15.00 per hour

APPLICATIONS WILL BE RECEIVED AT LEAST UNTIL: November 30, 2022

**DUTIES:** This is a responsible position providing clerical support to the Municipal Court Clerks. You will be responsible for handling paperwork between the Judges, Solicitor and Court Clerks as well as answering the telephone as needed. The part-time court bailiff position is a part-time position. The part-time bailiff will be required to work every Wednesday as well as the first Monday of the month. The Part-time Court Bailiff works under the general supervision of the Chief Court Clerk.

**MINIMUM REQUIREMENTS:** High School diploma or equivalent. This position requires an individual who possesses a high level of professionalism, civility and discretion.

This position requires the ability to stand for long periods of time.

Any equivalent combination of education, training and experience, which provides the requisite knowledge, skills and abilities for this job. Candidate must pass a drug screen and security background check

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

APPLICATIONS CAN BE FILED AT:

**City Hall  
Personnel Office  
2342 Oak Road  
Snellville, GA 30078**

**THE CITY OF SNELLVILLE IS AN EQUAL OPPORTUNITY EMPLOYER.**

Date: November 15, 2022