



City of Moultrie Job Announcement

Date: March 2, 2023

Position: Assistant Court Clerk

Department: Municipal Court

Starting Salary: \$15.00 (Part-time)

Job Summary:

Prepares a listing of court cases from arrest and citation records. Attends Municipal Court sessions and takes formal dispositions in the courtroom. Prepares and forwards subpoenas for court appearances, prepares calendar and dockets, maintains court records, dockets and correspondences. May serve as TAC for Municipal Court. Performs clerical and administrative duties in the Municipal Court system of the city. Acts as a liaison between Municipal Court and the public. Must be able to multi-task in a busy office setting. Must be able to receive and balance monies from fees, fines, bonds and parking tickets.

Training and Experience:

Must be a high school graduate or equivalent. Two to three years' experience in a court setting preferred. Must be able to attend training sessions as required. Must have excellent communication skills and must be able to type 35 wpm. Must possess good oral and written communication skills and have experience working with computer office programs such as Word, Excel, etc.

If you feel you qualify for the above position, please report to the Human Resources Department to indicate your interest. Position will remain open until filled.