

# 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](http://www.fillmorecity.org). Submit completed application, resume, and three references to the city office or emailed to [recorder@fillmorecity.org](mailto:recorder@fillmorecity.org). Acceptance of applications closes on Thursday, May 24, 2018 at 5:00 p.m. 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.

For newspaper posting

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Job description and application available at the Fillmore City Office, 75 West Center; or on the city website [www.fillmorecity.org](http://www.fillmorecity.org) . Submit completed application, resume, and three references to city office or email to [recorder@fillmorecity.org](mailto:recorder@fillmorecity.org) . Acceptance of applications closes on Thursday, May 24, 2018 at 5:00 p.m. Applicants must consent to a background check and drug testing. Fillmore City reserves the right to reject any or all applications.

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