

**JOB ANNOUNCEMENT
CITY OF ROLLA MUNICIPAL COURT
DEPUTY COURT CLERK**

GRADE CLASSIFICATION: 2

Salary Range: \$34,336.02 to \$47,529.08 (\$16.51hr-\$22.85hr)

EMPLOYEE BENEFITS:

Family health and dental insurance plan; life and disability insurance; twelve (12) paid holidays; one (1) personal holiday and two (2) weeks vacation after first year of employment; LAGERS retirement program; and twelve (12) sick days a year.

DESCRIPTION OF BASIC DUTIES:

This position will perform a variety of municipal court duties; including but not limited to maintaining court records, accepting payments for fees/fines owed, and managing the court dockets. They will perform a variety of clerical, accounting and customer relations work. This position will perform the Municipal Court Clerk duties in his/her absence.

EDUCATION and EXPERIENCE:

Graduation from high school or GED equivalent including or supplemented by courses in modern office practices such as word processing, accounting and computer skills. Two (2) years of experience in customer service and office-related computer skills. Any equivalent combination of education and experience will be considered.

**PLEASE SEND RESUMES AND/OR APPLICATIONS TO THE CITY OF
ROLLA MUNICIPAL COURT AT PO BOX 979, ROLLA, MO 65402.
POSITION WILL BE OPEN UNTIL FILLED.**

AN EQUAL OPPORTUNITY EMPLOYER
EMPLOYER COMPLIES WITH ALL
A.D.A. REQUIREMENTS