

Job Announcement

COURTROOM ASSISTANT (2 positions) (Part-Time; no guaranteed number of hours)

The City of Duluth, Georgia (population 30,000) is accepting applications for the position of Part-Time COURTROOM ASSISTANT. This is a Monday-Friday position with working hours estimated of 8:00am – 1:00pm. Pay rate is \$15.04 per hour (Grade 07/Step 31), no fringe benefits, and no guaranteed number of hours per day or per week.

This position is responsible for providing assistant in the Courtroom during court sessions by any combination of the following duties:

Responsible for seating defendants and attorneys in assigned seating areas to see the solicitor and to direct them to the solicitor when called. After speaking to the solicitor, same staff member would direct the defendant and/or attorney to a second designated seating area to wait to go before the Judge. This staff member would make sure all defendants are following COVID-19 procedures, including properly wearing a mask; staying 6 feet apart; and leading them to the hand sanitizer station.

Responsible for taking files from the solicitor to the bench clerk. They would also pass documents, as required by the solicitor, from the defendant to the solicitor. Such documents might include a renewed driver's license; a renewed tag receipt; an insurance card, etc. This person would also take defendants, who have returned to court with their defensive driving certificate and/or community service letter, and they are prepared to pay their fine, directly to the cashier window.

The City is seeking individuals with good communication and customer service skills in dealing with the public, can follow strict directions regarding proper COVID-19 safeguards, and who can handle confidential information. These positions require being on your feet for the duration of your shift. Spoken fluency in a foreign language (especially Spanish or Korean) is highly desirable.

Applicants must possess a high school diploma or state-issued GED or its equivalence. All candidates are subject to an extensive background investigation.

The completed application (found at www.duluthga.net/jobs) along with a cover letter, resume, and evidence of education and training must be submitted by (mail, personal delivery, delivery service (i.e., UPS or FedEx), electronic scans; no faxes) to:

Human Resources
City of Duluth
3167 Main Street
Duluth, GA 30096-3263
careers@duluthga.net

Questions about the application process should be directed to careers@duluthga.net or 770-497-5287

Questions about the job duties should be directed to Sharon Wallace, Clerk of Municipal Court at swallace@duluthga.net or Ivory Bennett, Deputy Clerk of Court at ibennett@duluthga.net; or by phone for both of them: 770-623-2771

Posting Date: 11-19-2020; open until filled, may be closed at any time without notice

The City of Duluth is an Equal Opportunity Employer. The City will conform with all applicable local, state, and federal laws concerning employment and will not illegally discriminate with regard to age, sex, sexual orientation, gender identity, race, color, religion, national or ethnic origin, disability, genetic information or other legally protected status or classification, except where mandated or permitted by law as a bona fide occupational qualification. The City of Duluth, in compliance with the Federal law, will provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are encouraged to discuss potential accommodations with the employer.