

Job Announcement

COURT ASSISTANT **(up to 25 Hours/Week; Part-Time)**

The City of Duluth, Georgia (pop. 26,600) is accepting applications for the position of Part-Time COURT ASSISTANT for up to 25 hours per week. This is a Monday-Friday position with daily hours of 8:00am – 1:00pm. Pay rate is \$14.80 per hour (Grade 16/Step 01), no fringe benefits.

This position is responsible for providing clerical and record-keeping support to the Municipal Court. This position involves general office skills including keyboarding and computer data entry; filing, providing customer service, collecting fines and fees; and processing, maintaining, retrieving and disseminating information and documents, assisting in the Courtroom during court sessions, and other related duties.

The City is seeking an individual with good communication and customer service skills in dealing with the public, who has specific experience in office work involving detail-oriented administrative duties involving basic computer operations, and who can handle confidential information. Spoken fluency in a foreign language (especially Spanish or Korean) is highly desirable.

Applicants must possess office or clerical experience and must have a high school diploma or state-issued GED or its equivalence. All applicants are subject to an extensive background investigation.

The completed application (found at www.duluthga.net/jobs) along with a cover letter and resume (and other supporting documentation as listed on the job application) must be submitted by (mail, personal delivery, delivery service (i.e., UPS or FedEx), electronic scans; no faxes) to:

Jocelyn Schwartz, Human Resources
City of Duluth
3167 Main Street
Duluth, GA 30096-3263

jschwartz@duluthga.net

Questions about the application process should be directed to Jocelyn Schwartz at 770-497-5287 or jschwartz@duluthga.net

Questions about the job 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: 04-26-2017, open until filled

The City of Duluth does not discriminate on the basis of age, sex, race, color, national origin, religion, disability, or any other class or status protected by law, except where mandated or permitted by law. The City of Duluth is an Equal Opportunity Employer.