

Job Announcement

COURT ASSISTANT

The City of Duluth, Georgia (pop. 27,000) is accepting applications for a full-time **COURT ASSISTANT**.

This position is responsible for providing clerical and record-keeping support to the Municipal Court. This position involves general office skills including typing and computer data entry; providing customer service, collecting fees; and processing, maintaining, retrieving and disseminating information and documents. This employee performs a variety of routine public safety clerical duties affecting the operation of the Municipal Court. Successful performance helps ensure the accuracy of administrative records and facilitates the efficient and effective operation of the Municipal Court.

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 is highly desirable.

Applicants should possess office or clerical experience and must have a high school diploma or state-issued GED. All applicants are subject to an extensive background investigation, including drug testing.

Hiring hourly pay rate is \$13.54 - \$14.94 based on qualifications (experience, training and education). The City also provides an excellent benefits package.

The completed application (found at www.duluthga.net/jobs) along with a cover letter and resume (and other supporting documentation as appropriate) must be submitted to:

Ed Johnson
Human Resources Manager
City of Duluth
3167 Main Street
Duluth, GA 30096

Questions should be directed to Ed Johnson at 770-497-5290 or ejohnson@duluthga.net

Posting Date: 1-9-2012, open until filled

The City of Duluth does not discriminate on the basis of age, gender, 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.