

Job Announcement

COURT ASSISTANT **Municipal Court**

The City of Duluth, Georgia 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 fines and fees; and processing, maintaining, retrieving and disseminating information and documents. This employee performs a variety of routine clerical duties affecting the operation of the Municipal Court. Successful performance helps ensure the accuracy of monetary transactions, 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.

Applicants should possess office or clerical experience and must have a high school diploma or state-issued GED. Additional education and training preferred. Spoken fluency in a foreign language is highly desirable. All applicants are subject to an extensive background investigation.

Hiring hourly pay rate is \$21.90 (Grade 20) based on qualifications (experience, training and education). The City also provides an excellent benefits package.

The online application (found at www.duluthga.net/jobs) can be submitted along with a cover letter, resume, proof of education and training, and other supporting documentation as appropriate. These documents can be uploaded with the application.

Questions about the job should be directed to Amanda Morrison at 678-512-3717 or amorrison@duluthga.net
Questions about the job application process should be directed to careers@duluthga.net

Posting Date: 10/7/2024, open until filled and may close 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.