



<b>POSITION:</b>	<b>Court Assistant</b>
<b>DEPARTMENT:</b>	<b>Municipal Court</b>
<b>JOB TYPE:</b>	<b>Full-time</b>
<b>SALARY:</b>	<b>\$15/hr</b>
<b>POSTED:</b>	<b>08/01/2024</b>
<b>CLOSING DATE/TIME:</b>	<b>Until Filled</b>

**The City of Monroe** is now accepting applications for the position of a full-time Court Assistant. This position is responsible for assisting the Court Administrator in all clerical & administrative duties, appropriate handling of documentation and provision of assistance during judicial proceedings for the adjudication of cases. This position requires tact, attention to detail & strength in customer service. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

### **Education & Experience**

#### ***Required:***

- High school diploma; GED
- Possession of a valid Georgia driver's license
- GCIC/NCIC certification or ability to obtain within 30 days of hire

#### ***Preferred:***

- 2 years courtroom and/or office setting experience

### **Skills:**

#### ***Required:***

- Administrative: Use of office equipment & required software, organizational abilities, attention to detail, efficient management of files & records
- Communication & Customer Service: Excellent written & verbal communication, ability to professionally & effectively interact with judges, attorneys & the public
- Legal: Ability to read & understand legal documents, understanding of legal terminology & procedures
- Confidentiality: Ability to handle sensitive & confidential information
- Language: Bilingual a plus

#### ***Preferred:***

- Bilingual: Proficiency in Spanish

### **Duties & Responsibilities:**

- Data Entry
- Payment Processing
- Electronic & Physical file maintenance
- Customer Service
- Preparation of court calendar
- Assist judge, solicitors, attorneys, etc. during court proceedings
- Other admin duties as assigned

**To obtain an application, please visit our website or visit us at City Hall, 215 N. Broad Street. Completed applications may be submitted to Sarah Johnson, Employee Relations Specialist, at [Sjohnson@MonroeGA.gov](mailto:Sjohnson@MonroeGA.gov)**

\*Applications are also available at and may be returned to City Hall, 215 N Broad St, Monroe, GA, 30655

The City of Monroe is an Equal Opportunity Employer and a Certified Drug-Free Work Place. Per Georgia Code 34-9-414 be advised that the City of Monroe does pre-employment, reasonable suspicion, post-accident, post- rehabilitation, and routine fitness-for-duty(random) drug testing.