



JOB ANNOUNCEMENT

COURT CLERK

The Magistrate Court of The Town of Clarkdale, Arizona (Pop. 4,100) seeks a part-time Court Clerk. Starting range: \$13.28 - \$17.26 per hour, DOQ.

Under general direction of the Clarkdale Magistrate and supervision of the Court Supervisor, this position performs legal and administrative tasks in support of municipal court operations and processes. This position understands public trust and models the highest standards of personal and professional integrity expected of those working in public service. This position is expected to provide the highest level of customer service consistent with the Town's Customer Service Standards. This is a part-time (not to exceed nineteen (19) hours per week), FLSA non-exempt, at-will position.

Applications and job descriptions are available at:

- Clarkdale Town Hall, 39 N. Ninth Street, Clarkdale, AZ 86324, 928.639.2400;
- Town website: www.clarkdale.az.gov.

A required and completed original Clarkdale employment application and supporting information should be delivered to the address above, ATTN: Human Resources, or mailed to same at PO Box 308, Clarkdale, AZ 86324. The deadline to be considered in the first review of applications is 5:00 p.m. (MST) Monday, March 27th; position open until filled. Faxed or electronic applications must be followed by original hard copies. While a resume is encouraged, they will not be accepted in lieu of a fully completed application. The Town of Clarkdale is an Equal Opportunity (EOE).