



VACANCY ANNOUNCEMENT

Job Title:	Deputy Court Clerk
Open Date:	January 8, 2021
Closing Date:	January 24, 2021 at 11:59 p.m.
Salary:	\$ 30,373 annually
Job Type:	Full-time with benefits
Department:	Municipal Court – Public Safety Center

JOB SUMMARY

To perform a wide variety of technical, clerical, and secretarial duties in support of the municipal court, including sorting and processing court records, processing citations, and conducting necessary court filings. Ensures work quality and adherence to established policies and procedures. Will provide technical and clerical support to the Municipal Court Administrator (Court Clerk).

Duties include but are not limited to:

- Provide technical, clerical, and secretarial support in the operations of the municipal court, including accuracy of records, responding to requests for information while coordinating and communicating information to the general public, city employees, attorneys, judges, and other agencies and individuals as necessary.
- Pick up tickets, monies, and prisoner bonding documentation; notify Judge(s) of changes; prepare record checks, blood test results, and arrest reports for the City Attorney; prepare defendant summaries.
- Prepare court letters, dockets, subpoenas, notices, and other related material; case dispositions, and warrants.

Education and Experience

- High school diploma or equivalent (including GED)
- Two years of general clerical experience in an office with a significant degree of public contact

License or Certificate

- Possession of, or ability to obtain, a valid Oklahoma driver's license may be required

ALL APPLICANTS MUST COMPLETE THE APPLICATION FOUND AT:

<https://www.cityofmoore.com/departments/jobs>

For additional information regarding this position including duties, responsibilities and minimum qualifications, please visit <https://www.cityofmoore.com/departments/jobs>.

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