



Human Resources Department
Forms And Documents

HRP-03 Effective Date: 4/2/01

Date Posted: 05/26/2017

This position announcement constitutes neither a written or implied contract of employment. The City of Fairhope reserves the right to revise, alter and/or change the job description for this position, as the City deems necessary.

POSITION ANNOUNCEMENT

The following position is now open. Current employees interested in this position must submit an application within ONE WEEK of the announcement date.

Applications for Employment will be accepted **ONLY** at the Fairhope Municipal Complex, (City Hall,), 161 N. Section St., Fairhope, Ala., Monday through Friday, from 8:00 AM to 3:00 PM. Applications may also be mailed to: City of Fairhope, P.O. Drawer 429, Fairhope, AL 36533 or faxed to (251) 200-3428.

Requests and applications received after the closing deadline date will not be considered.

Position Information

Job Title: **Court Clerk/Magistrate** Department: **Judicial**

Job Status: Regular Full-Time Temporary Full-Time *If temporary, give required dates of service:*

Regular Part-Time Temporary Part-Time *From: _____ To: _____*

Standard Scheduled Hours: **8:00 AM – 5:00 PM** Days to be Worked: **Monday - Friday**

Starting Pay Rate: **\$15.92 - \$20.70/hour** **Plus extra hours on Court night**

Position Description General nature/purpose of work:

Performs a wide variety of technical and complex legal and clerical duties in support of the Municipal Court judicial services and administrative functions of the court office.

Minimum Qualification Standards (Additional qualification standards are found on the job description.)

Knowledge, skills and abilities:

- Knowledge of local and state court rules, legal procedures, and terminology.
- Ability to access and use data bases such as SCOMIS and JIS.
- Ability to work well with a diverse group of staff and agencies.
- Ability to use tact, discretion, and courtesy in dealing with general public, litigants, other courts, and other City of Fairhope departments.
- Must have excellent communication skills, both orally and written.
- Ability to work independently and make responsible decisions in accordance with laws and court procedures. Must be able to maintain time lines, keep accurate records, and be detailed oriented.
- Ability to understand and implement complex oral and written instructions or regulations.
- Ability to make consequential work decisions in accordance with laws, regulations and court policies and procedures, often in situations in which there may be little precedent. Ability to handle multiple tasks in a high stress environment.

Education, experience and training:

- Certification in Alabama as a Municipal Court Clerk/Magistrate; AND
- High school diploma or GED; AND
- Three years of increasingly responsible court services work or an equivalent combination of education and experience, which provides the required knowledge, skill, and ability to perform the work; OR
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities to perform the work.

If the incumbent is not already certified, he/she must attend classes and seminars to obtain certification.

Date of Announcement: **05/26/2017** Closing Date for Applications: **When Filled**

Human Resources

The City of Fairhope is an Equal Opportunity Employer, maintaining a Drug-Free Workplace. Pre-employment drug testing is performed. The City reserves the right to re-advertise positions or to not fill positions after advertising.