



CITY OF CANBY JOB ANNOUNCEMENT

Municipal Court Clerk I

Full Time / Non-Exempt / AFSCME Represented

Salary: \$18.25 - \$23.54 / hourly salary, plus City paid PERS and Benefits
Additional 2.1% Cost of Living effective January 1, 2018
Additional 5% compensation available for Spanish/English bilingual

Opens: October 31, 2017

Closes: November 15, 2017 at 5:00 PM

Apply to: Human Resource Department
zeibera@canbyoregon.gov
(503) 266-0699 fax

City of Canby
PO Box 930
Canby, OR 97013

SUMMARY AND REQUIREMENTS: Position is responsible for the daily operation of the municipal court, trial scheduling, and court dockets. Accept payments and make payment arrangements of municipal court fines and assessments. Prioritize and monitor workflow and review records. Handle confidential matters with discretion and **excel in customer service**. Act in accordance with direction from the Judge on legal matters. Ability to work efficiently and effectively in a fast-paced environment which includes changing priorities and frequent interruptions. Must be able to maintain sensitive and confidential information and accurately count money, make change, and balance accounts. Ability to deal with emotional and difficult people in a professional and tactful manner. Attention to detail is extremely important and required. Equivalent to high school education and three years of general office experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties. **Spanish/English bilingual candidates encouraged to apply**. Prior court experience helpful. *(Refer to full Job Descriptions for additional information and requirements.)*

APPLICATION MATERIALS: A completed and signed City application, resume and cover letter must be received by the Human Resource Department for the application to be complete. Electronic copies are accepted with a signature. Application materials can be picked up at Canby Civic Offices 222 NE 2nd Ave., Canby OR 97013., downloaded from www.canbyoregon.gov, or requested by mail by calling Human Resources at (503) 266-0635.

SELECTION PROCESS: Application materials will be used to select finalists. Candidates selected for further consideration will be invited to an oral interview. Prior to hiring, the successful candidate may be subject to a pre-employment background investigation.

NOTIFICATION: Applicants who were not selected will be notified once the position has been filled.

EQUAL OPPORTUNITY EMPLOYER: The City of Canby is an Equal Opportunity Employer dedicated to a policy of non-discrimination in employment on the basis of race, color, religion, sex, national origin, age, or physical disability. The City of Canby provides access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation, contact the Human Resource Department at (503) 266-0635.