



CITY OF CANBY

JOB ANNOUNCEMENT

Municipal Court Clerk II / Municipal Court

Full Time / Non-Exempt / AFSCME Represented

Salary: \$23.26 - \$29.99 / per hour salary, plus City paid PERS and excellent benefits
Bilingual pay premium of 5% for fluency in Spanish

Opens: March 17, 2021

Closes: Open until filled-First review on April 7, 2021

Apply to: Human Resource Department
City of Canby
PO Box 930
Canby, OR 97013
(503) 266-0699 fax
hr@canbyoregon.gov

SUMMARY AND REQUIREMENTS: Bilingual English/Spanish candidates encouraged to apply. Responsible for the daily operation of the municipal court, trial scheduling, and court dockets. Accept payments and make payment arrangements. Act as a notary public. Enter data into the Law Enforcement Data System (LEDS). Prioritize and monitor workflow and review records. Handle confidential matters with discretion. Act in accordance with direction from the Judge on legal matters. Provide positive customer service and be responsive to customer needs. Attend court sessions and perform a variety of courtroom related tasks as needed. Maintain trial docket and notices. Assist Supervisor in coordinating jury trials. Maintain and process court records in accordance with statutes, regulations and policies. Perform a variety of routine administrative activities. Must be able to pass the department's security clearance standards. Must be LEDS certified at time of hire or obtain certification within sixty (60) days of hire. Certification as an Oregon Association for Court Administration (OACA) Professional Court Leader preferred at time of hire or able and willing to obtain within an agreed upon timeframe. Equivalent to high school education and three to five years of general office or legal/law office experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties. *(Refer to full Job Description 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 by appointment at Canby Civic Offices 222 NE 2nd Ave., Canby OR 97013, downloaded from www.canbyoregon.gov, or requested by mail or email by calling Human Resources at (503) 266-0638.

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, gender identity, sexual orientation, pregnancy, status as a parent, national origin, age, physical or mental disability, family medical history or genetic information, political affiliation, military service, or other non-merit based factors. 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) 266-0638