

THE CITY OF TEXARKANA, ARKANSAS
is accepting applications for the following position:

Deputy Court Clerk
Part Time

SUMMARY OF ESSENTIAL DUTIES:

Working under the direct supervision of Chief Court Clerk and District Judge, Responsible for all cash collections at the front pay window.

POSITION SPECIFICATIONS:

This position is solely responsible for all cash collections at the front window. May be asked to perform miscellaneous clerical duties including but limited to filing, communicating with citizens and other city employees on the phone and face-to-face regarding general information, complaints, tickets, and other concerns. This position will cross-train with other duties in the department. Answer questions for office walk-ins, help the public in filling out affidavits for charges.

SALARY RANGE:

\$13.00 an hour.

Application forms are available from the Personnel Department. Applications and resumes will be accepted at the Arkansas City Hall; may be faxed to (870)772-8182; or emailed to skylar.krause@txkusa.org. The City of Texarkana, Arkansas is an Equal Opportunity Employer and provides all applicants and employees equal opportunity without regard to race, color, sex, religion, national origin, age, marital or veteran status, or any other legally protected status.