

Part Time Assistant Court Clerk

Job Status

Open - open and accepting applications

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The City of Emerson is currently accepting application for the following Part Time position:

Part Time - Assistant Court Clerk

This position is responsible for providing clerical support and customer service for Municipal Court Proceedings and will be 16 - 32 hours per month. This position does require court background and GCIC certification and is primarily a customer service position.

Must have a valid Georgia Driver's License, high school diploma or equivalent GED. Must be able to manage multiple duties. Must maintain a neat and clean appearance. Drug test and background check will be performed upon employment.

Starting salary \$15.00 per hour. Working hours will be assigned as needed, but at the minimum would be at least 2 court days per month.

To Apply for the Position

Applications can be downloaded from www.cityofemerson.org/jobs or can be picked up at Emerson City Hall, 700 Highway 293, Emerson, GA. 30137 between the hours of 8:00 a.m. to 5:00 p.m. Monday through Friday. Complete applications may be emailed to [rswords \[at\] cityofemerson.org](mailto:rswords@cityofemerson.org) or dropped off in person at Emerson City Hall. Position will be open until filled

The City of Emerson provides equal employment opportunity to all qualified

Individuals without regard to their race, color, religion, national origin, sex, age,

disability, sexual orientation, or any other characteristic protected by law, in all personnel actions.

Web Links

- [Employment Application](#)

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