



CITY OF WEST MEMPHIS

604 E. Cooper - P.O. Box 1868 – West Memphis, AR 72303-1868 – (870) 732-7601

TO: All EMPLOYEES
FROM: HUMAN RESOURCES
RE: JOB OPENING FOR DISTRICT COURT

DEPUTY COURT CLERK– DISTRICT COURT

Position Summary:

The Deputy Court Clerk opening is a full-time position with benefits. The Deputy Court Clerk will perform general office and administrative duties in the criminal and civil justice systems, assist the public and officers of the court. Prepares dockets; enters pleadings, dispositions, continuances and bonds into the computer after court. Collects payments, receipt, and balance cash drawers. This position will also work closely with Law Enforcement and general public.

Minimum Qualifications:

Prior office experience required. Prior court experience preferred. Must be able to work standard office equipment and programs, multi-task, and work with little or no supervision. Cashier/Bookkeeping skills a plus. Microsoft Excel and Word required. High School Diploma or GED required.

Salary: Grade 14 - \$14.00 - \$15.42 Hourly

SUBMIT APPLICATIONS ONLINE AT: www.westmemphisar.gov

The City of West Memphis is an Equal Opportunity Employer