

**The City of Alma is seeking a part-time Municipal Court Clerk**  
**24-32 hours per week \$12.00 - \$15.00/hr**

**JOB DESCRIPTION:**

Provides a variety of administrative, customer service and clerical support functions for the Municipal Court, process legal documents and payments, reviews and enters data on secure databases and assists clients of the court.

**MINIMUM REQUIREMENTS:**

High School Diploma (GED)

Knowledge of standard procedures (Word, Excel)

Utilize alpha filing system.

Ability to work with public and handle adverse situations.

Spanish speaking a plus.

**RESPONSIBILITIES:**

Answer phones, responding to defendants, processing citations.

Preparation of case documents and notices for court.

Process payments & court related documents.

On-site training will be provided. Court Clerk Experience not necessary but a plus.

To apply, please send resume to [linda@cityofalmatx.gov](mailto:linda@cityofalmatx.gov)