

# Employment Announcement

## **Municipal Court Clerk**

The City of Rainier is accepting applications for the position of Municipal Court Clerk. The Municipal Court Clerk performs a wide variety of receptionist and clerical duties of an assigned office function; to assist the public in person and on the telephone, prepares and processes a variety of court documents, receives payments for fines; prepares receipts and credits payments on accounts; responsible to process collection information on unpaid monies. Other duties as assigned.

Requires a high school diploma or equivalent GED with two years of current receptionist and general office experience. Court experience preferred. Must be able to be LEDS certified and pass a CJIS security background check. Obtain application from Rainier City Hall, 106 West B Street, P.O. Box 100, Rainier, Oregon 97048. (503) 556-7301 or online at [www.cityofrainier.com](http://www.cityofrainier.com). Position open until filled.

Equal Opportunity Employer