

COURT CLERK

The City of Carlsbad is accepting applications for the position of Court Clerk for the Carlsbad Municipal Court. Performs a variety of routine clerical and administrative support duties for the Municipal Court.

Performs document processing, data entry, record keeping, and report compilation using a word processor, computer terminal, or typewriter; answers telephone calls to provide requested information and/or direct call to appropriate staff member.

Maintains unit files by filing forms, correspondence, records, reports and/or related information alphabetically, numerically, or in accordance with another system.

Enters data into specialized computer system; operates peripheral equipment such as printers, and standard office equipment.

Retrieves information from data base and files in response to requests from staff or the public; assists visitors by providing information, explaining procedures, or referring them to appropriate staff and/or requested services.

Processes technical and complex data such as accident reports, arraignments, citations, correspondence, court dockets, payments, and similar information and reports.

Knowledge of formats used for a variety of correspondence and reports and applicable word processing languages. Knowledge of general office practices and procedures, including computerized data and records processing. Knowledge of the specialized services and procedures of the municipal court.

Ability to establish and maintain effective working relationships with other staff and the public. Skill in operating a variety of standard office equipment including computer terminals, word processors, and typewriters.

Must also be able to understand and carry out oral and written instructions, and work well with the public. Must be able to speak Spanish to communicate with the public. Must be able to type a minimum of 40 w.p.m. net.

Qualifications: Completion of high school or GED certificate, and six (6) months of full time clerical/office support tasks; OR completion of a post-high school course/program in Office Practices, General Business, Word Processing, or closely related area may be substituted for the required experience.

Must have an excellent work history to include dependability and stability. Must possess and maintain a valid New Mexico operator's license.

In addition to an excellent benefit package, starting base hourly rate will be \$21.51. Additional pay increase available for applicants with advanced educational degrees.

To be considered for this position apply at the City Municipal Building, 101 N. Halagueno or respond to City of Carlsbad, Personnel Department, P.O. Box 1569, Carlsbad, NM 88221. Applicants must include a City of Carlsbad Employment application filled out completely. Resumes are not required, but may be included if desired. Resumes/applications must be received or be postmarked no later than February 15, 2019.

EOE M/F/V/D