



Court Clerk

The City of Jennings is accepting applications for the position of Court Clerk. Duties include computer data entry and retrieval, collecting fines during court, and contact with the public at the counter and by phone. The position is full time, Monday through Friday, with additional work on Tuesday evenings for court. Starting salary is \$27,376 GS-7-C. Prior court or related experience preferred.

Applications available at Jennings City Hall, 2120 Hord Ave. or at www.cityofjennings.org. **NO RESUMES ACCEPTED WITHOUT COMPLETION OF OUR APPLICATION!** Completed applications may be emailed to jobs@cityofjennings.org or faxed to 314-388-3999. Applications accepted until the position is filled.

The City of Jennings is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.