



COURT CLERK

The City of Jennings is accepting applications for the position of Court Clerk. Duties include routine clerical and administrative support work for the Municipal court, which includes 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 from approximately 5:00 p.m. to 11:00 p.m. Prior court or related experience preferred. Starting salary is \$32,538.00 (GS-11).

Application available at Jennings City Hall or online at www.cityofjennings.org *Application and resume **MUST** be submitted together.* NO RESUMES ACCEPTED WITHOUT COMPLETION OF OUR APPLICATION! Completed applications with resumes may be delivered to City Hall, mailed, emailed to jobs@cityofjennings.org or faxed to 314-388-3999.

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.