



POSITION:	Court Assistant
DEPARTMENT:	Municipal
JOB TYPE:	Court Part-time
SALARY:	\$15/hr
POSTED:	02/13/2024
CLOSING DATE/TIME:	Until Filled

The City of Monroe is now accepting applications for the position of a part-time Court Assistant. This position is responsible for assisting the Court Administrator in clerical & administrative duties, appropriate handling of documentation and providing assistance during judicial proceedings for the adjudication of cases.

Qualifications:

- High school diploma or GED
- 2 years courtroom experience preferred

Duties & Responsibilities:

- Data Entry
- Payment Processing
- Electronic & Physical file maintenance
- Customer Service
- Preparation of court calendar
- Assist judge, solicitors, attorneys, etc.
during court proceedings
- Other admin duties as assigned

To obtain an application, please visit our website or visit us at City Hall, 215 N. Broad Street. Completed applications may be submitted to Sarah Johnson, Employee Relations Specialist, at Sjohnson@MonroeGA.gov



*Applications are also available at and may be returned to City Hall, 215 N Broad St, Monroe, GA, 30655
The City of Monroe is an Equal Opportunity Employer and a Certified Drug-Free Work Place. Per Georgia Code 34-9-414 be advised that the City of Monroe does pre-employment, reasonable suspicion, post-accident, post-rehabilitation, and routine fitness-for-duty(random) drug testing.