



POSITION:	Court Assistant
DEPARTMENT:	Municipal Court
JOB TYPE:	Full-time
SALARY:	\$15/hr
POSTED:	08/01/2024
CLOSING DATE/TIME:	Until Filled

The City of Monroe is now accepting applications for the position of a full-time Court Assistant. This position is responsible for assisting the Court Administrator in all clerical & administrative duties, appropriate handling of documentation and provision of assistance during judicial proceedings for the adjudication of cases. This position requires tact, attention to detail & strength in customer service. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Education & Experience

Required:

- High school diploma; GED
- Possession of a valid Georgia driver's license
- GCIC/NCIC certification or ability to obtain within 30 days of hire

Preferred:

- 2 years courtroom and/or office setting experience

Skills:

Required:

- Administrative: Use of office equipment & required software, organizational abilities, attention to detail, efficient management of files & records
- Communication & Customer Service: Excellent written & verbal communication, ability to professionally & effectively interact with judges, attorneys & the public
- Legal: Ability to read & understand legal documents, understanding of legal terminology & procedures
- Confidentiality: Ability to handle sensitive & confidential information
- Language: Bilingual a plus

Preferred:

- Bilingual: Proficiency in Spanish

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.