City of Las Vegas
Career Opportunity

Applications are being accepted for a part time **Court Clerk** for the City of Las Vegas Municipal Court.

Entry Level: $7.50

Nature of Job: Provides assistance to the general public: answers, screens and routes telephone calls; directs persons to appropriate court or office; answer questions regarding filing fees, status of cases, case numbers, and docketing. Schedules defendants for arraignment hearings and assists with citation issues. Generates legal documents such as summons, court orders, subpoenas and files and mails to interested parties. Receipts fines, court fees and money paid to the court; verifies amounts, notes if bonds can be accepted by the court, are documented and have appropriate signatures; issues receipts and ensures all receipts are docketed appropriately. Performs end of the day reconciliation in regards to daily receipts.
(A detailed job description is available at the Human Resource Office.)

Qualifications: High School diploma or equivalent; must possess a valid NM driver's license and be insurable by the City's insurance carrier.

Posted: General Public: November 4, 2015 thru November 12, 2015

General Public: Defined as any person interested in the position who meets the qualifications as well as any City employee who did not meet the in-house deadline. An application with all necessary documentation including any pre-employment test must be completed and returned to the Human Resource Division.

Reviewed and approved for publishing by:

Elmer J. Martinez, City Manager

Human Resource Manager