



## JOB OPPORTUNITIES:

<b>Department:</b>	Municipal Court
<b>Position:</b>	Court Clerk
<b>Status:</b>	Part Time (30 hours per week)
<b>Starting Salary:</b>	\$14.42 per hour plus benefits
<b>Closing Date for Application:</b>	September 10, 2010

## SUMMARY OF POSITION INFORMATION & TYPICAL DUTIES

The City of Merriam is seeking a qualified individual in the Municipal Court office to handle a variety of responsibilities in a professional setting. The qualified applicant must be dependable, possess strong typing skills, exceptional phone and customer service skills. Areas of responsibility include processing traffic tickets, complaints and reports, preparation of court dockets and bench warrants. Work involves extensive contact with the public, attorneys, and the Municipal Court Judge. Hours will include attendance for evening court one night per week.

## MINIMUM QUALIFICATIONS

- Proficiency working with computers in a Windows environment.
- Excellent Microsoft Word, Excel and Access skills.
- Exceptional phone skills and customer service skills.
- Must be detail oriented.
- Experience in a court setting is preferred.

**Qualified applicants should apply Mon.-Fri. at the Merriam City Hall, Human Resources Dept., 9000 W. 62<sup>nd</sup> Terrace, Merriam, KS, from 8:00 a.m. to 4:30 p.m., download an application from [www.merriam.org](http://www.merriam.org), or call 322-5500 to request an application. Resumes are acceptable in addition to the application. EOE/ADA/Drug Screen.**

*If reasonable accommodation is necessary to apply or further information is needed contact Karen Kline, City of Merriam, 9000 W. 62nd Ter., Merriam, Kansas, 66202, (913) 322-5502, Monday - Friday, 8:00 am - 4:30 pm*