

# Court Clerk

## Kingman Municipal Court

\$13.71 / hour, Full-Time, Benefits Eligible



The City of Kingman Municipal Court is seeking an individual to fulfill a Court Clerk position.

This is an exciting opportunity to work with members of the public, law enforcement, and court services personnel. This position reports to the Court Administrator and based on assignment, may provide administrative and court support work to the City Magistrate.

The ideal candidate should possess excellent customer service skills, ability to work effectively with all individuals they come in contact with and maintain effective communications. This is an excellent opportunity for an individual who enjoys administrative support work and possesses good technical and computer skills used to completing work assignments.

### Desired Education and Experience:

- Graduation from a high school or GED equivalent
- At least one to two (1-2) years experience in municipal court work or any equivalent experience.
- Any combination of experience and training which demonstrates the knowledge and experience to perform the work.

### Special Requirements:

- Must complete 16 hours continuing education each calendar year
- Must pass pre-employment background check
- Must have Arizona Driver's License

### Choose a career with the City of Kingman:

Personal Growth Opportunities ~ Meaningful and Challenging Work ~ Public Service ~ Community Spirit ~ Training and Development

**Outstanding Retirement:**  
Arizona State Retirement System

**Generous Paid Time Off:**  
10.5 Holidays per year  
12 Sick Days per year  
15 Vacation Days, increases to 20 Days

**Medical/Dental/Vision/Wellness/Life Insurance:**

PPO or HDHP with HSA  
Affordable employee dependent coverage  
Flexible Spending Accounts  
Robust Wellness Program with enrollment in Medical Plan  
Free On-Site Health Screenings, Promotions & Incentives  
Fun challenges for all fitness levels

### APPLY NOW:

**Online applications materials accepted through February 10, 2017**

To obtain complete job description and online application, visit the City of Kingman's website [www.cityofkingman.gov](http://www.cityofkingman.gov) or contact the City of Kingman Human Resources Dept.

**Note Reference Examination:** The City of Kingman reserves the right to consider the candidates who best overall meet the qualifications and suitability of the position in the succeeding examination processes: experience and training evaluation, testing and/or interviews. After an offer of employment has been made, appointment may be subject to successful completion of a criminal background check and any other appropriate testing/evaluation commensurate with the offered position.

**Note Reference American Disabilities Act:** When advised, reasonable accommodations will be made in order for an "otherwise qualified applicant" with a disability to participate in any phase of the recruitment process. The City of Kingman does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. **EOE**

#### CITY OF KINGMAN

Human Resources Department  
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