



# JOB ANNOUNCEMENT

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## **Court Clerk**

**Part-time, On-Call**

***Salary \$15.00-\$17.00 Per Hour***

The City of Ocean Shores is accepting applications for a part-time, on-call Court Clerk. Duties include but are not limited to: accurate filing of criminal, traffic and domestic violence matters; completing accounting and data entry duties; learning and applying legal terminology; preparing documents and procedures in addition to general clerical competencies; maintaining electronic and paper court files; preparing warrants, subpoenas and calendars; entering all cases filed into the computer and assisting the Court Administrator, attorneys and defendants in courtroom proceedings.

Qualifications include a high school diploma or equivalent and a Washington State Driver's License with a driving record acceptable to the City's insurance carrier. Minimum of 3 years general office and/or courtroom procedure experience, and the ability to type 50 WPM proficiently. Or a combination of education, training, experience which demonstrates knowledge, skills and abilities required to perform all essential job functions.

For a complete job description and application, visit [www.osgov.com](http://www.osgov.com) or contact [dasmith@osgov.com](mailto:dasmith@osgov.com).

**Please submit 1) completed application, 2) résumé, and 3) cover letter to City Hall in one of the following ways:**

- **In Person:** 585 Pt. Brown Ave. NW, Ocean Shores, WA
- **By Mail:** P.O. Box 909, Ocean Shores, WA 98569
- **By Email:** [dasmith@osgov.com](mailto:dasmith@osgov.com)

**Applications are due at City Hall, 585 Pt. Brown Ave. NW,  
by 4:00pm on Friday, October 12, 2018**

The City of Ocean Shores is an Equal Opportunity Employer.