

**CITY OF WHARTON
JOB ANNOUNCEMENT**

- Position:** Municipal Court Clerk
- Description:** To perform a wide variety of clerical, secretarial, and technical duties in support of an assigned function; of the Municipal Court; to plan, schedule and coordinate daily court activities; and to provide information and assistance to the public regarding court policies and procedures on a full-time basis.
- Experience/Training:** Must have a high school diploma or G.E.D. Secretarial experience and ability to work with Microsoft Office; Word, Excel, and PowerPoint are strongly preferred. Possession of or ability to obtain Level I, Texas Municipal Court Clerk Certification, preferred.
- Pay Range:** \$12.02 to \$17.17 per hour.
Depending upon qualifications.
- Status:** Open until filled.
- Contact:** City of Wharton
Personnel Department
120 E. Caney Street
Wharton, TX 77488
(979) 532-2491 Ext. 225