



TOWN OF FAIRVIEW JOB POSTING

POSITION: Administrative Assistant/Court Clerk
Posted 6/28/18

STATUS: Fulltime

AVAILABILITY: Immediate; open until filled

SALARY GRADE RANGE: \$15.59 and higher DOQ

BENEFITS:

Employer paid health, dental, vision, LTD, and life insurance and paid time off for vacation, illness, holidays, etc. Employee TMRS contributions are 7% with a 2:1 employer match. Town participates in social security.

RESPONSIBILITIES:

Under general supervision, receives and distributes incoming Town Hall mail; receives incoming phone calls to Town Hall, answers questions and directs call to appropriate person; assists utility billing and permitting as needed; and performs other related duties. Processes court payments, citations and warrants and verifies adjudications, sending default letters as required.

REQUIREMENTS:

High school diploma or GED equivalent AND two (2) or more years administrative support experience preferably in municipal court, permits and/or utility billing; OR equivalent combination of education, training and experience.

LICENSE AND CERTIFICATION REQUIREMENTS: none required

Applicants must submit Town of Fairview Application for Employment. Applications are available on the Town of Fairview website, www.fairviewtexas.org .

**Town of Fairview
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EOE**