**TOWN OF FAIRVIEW**

**JOB POSTING**

**POSITION:** Court Clerk

 Posted 1/17/2022

**STATUS:** Part Time

**AVAILABILITY:** Immediate; open until filled

**SALARY GRADE RANGE:** $16.30 - $19.18/hr.

**RESPONSIBILITIES:**

Processes court payments, citations, warrants and verifies adjudications, sending default letters as required and performs other related duties.

**REQUIREMENTS:**

High school diploma or GED equivalent and 2 or more years court experience preferably in municipal court or an equivalent combination of education, training and experience.

**LICENSE AND CERTIFICATION REQUIREMENTS:** none

**Applicants must submit Town of Fairview Application for Employment. Applications are available on the Town of Fairview website,** [**www.fairviewtexas.org**](http://www.fairviewtexas.org) **.**

**Town of Fairview**

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**Fairview, TX 75069**

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**EOE**