



CITY OF West Linn

Job Opportunity

Municipal Court Clerk II

\$3544 - 4607/month DOQ. This is a full-time (40 hrs/wk), benefitted position.

The City of West Linn seeks an experienced Municipal Court Clerk II to perform complex and varied clerical work to process and maintain court records and payments, court documentation, assist in the court room, communicate with the public and other agencies. This position will handle confidential information with discretion, and comply with all regulations, state statutes, laws and ordinances.

Requires graduation from high school or equivalent GED Certification. Training and certification in LEDS required, or must obtain certification within three months of hire date. Must have general knowledge of legal terminology and training in court operations. Requires two (2) years experience in general office or related work, with one (1) year of prior court office and courtroom experience. Criminal case experience is desired. Must have demonstrated ability to accurately transfer data and collect and receipt monies. Must have skills in dealing with the public using tact, good judgment and courtesy. Requires good oral and written communication skills. (See job description for additional details)

Successful candidate must pass pre-employment background and reference screening. Application packets are available at <http://westlinnoregon.gov>; West Linn City Hall, 22500 Salamo Road, West Linn, OR 97068; or call (503) 657-0331. Please submit a City of West Linn application, supplemental questions, resume, and letter of interest to City Hall, Department of Human Resources. Position is open until filled. EEO.