



Deputy City Court Clerk

Reporting to the City Court Judge

Salary, Non-Exempt \$52,619

The City of Franklin is currently accepting applications for the position of Deputy City Court Clerk.

The individual will perform a variety of tasks for the business function of the City court by having knowledge and understanding of the daily operations.

The primary responsibilities of this role include:

- Maintains various detailed records such as monthly bank statements, annual revenue reports and compile reports as required.
- Prepares court docket, court hearings, court filings and minutes.
- Assists in processing traffic and criminal cases.
- Knowledge of BMV documents and use.
- Process cash/surety bonds.
- Process litigant payments/ e-payments and balances the cash drawer at the end of the day.
- Answers customer questions and complaints.

The best candidates will have a high school diploma or equivalent. Strong analytical skills. Must be comfortable working with the public and display sensitivity and professionalism at all times. Previous experience in a professional office setting is highly desired. Ability to maintain financial data and compile reports is also highly desired.

To be considered a qualified applicant, you must have the technical skills and knowledge and ability to learn in order to accomplish all of the requirements above.

This is a representation of the job responsibilities but is not the full job description.

Applications and resumes can be sent via email to:

franklinjobs@franklin.in.gov

or mail to:

**Human Resources
70 E. Monroe Street
Franklin, IN. 46131**

The City Court of Franklin
is an equal Opportunity Employer (EOE)