

JOB POSTING

The City of Silsbee has a job opening for the position of a Municipal Court Clerk. Deals with the public, ability to accurately work a cash drawer, attend training classes as needed, work well under fast-paced conditions, ability to collect assessed fines and fees, prepare letters, notices, corresponds to incoming mail, prepare warrants for delinquent citations, file monthly and quarterly reports and be able to adapt and learn policies and procedures of the position. Experience including Microsoft Word and Excel.

The position is 8:00 a.m. to 5:00 p.m., Monday through Friday.

Any interested parties Send Application with Resume included to: Silsbee Municipal Court, ATTN: Tonya Croft, City Judge, 1102 N 5th Street, Silsbee, Texas 77656. Applications may be obtained at Silsbee Municipal Court or www.cityofsilsbee.com.

This position will be open until filled.

The City of Silsbee is an Equal Opportunity Employer. We do not discriminate based on age, race, gender, sexual orientation, religion, national origin, disability, or any other non-merit factor.