



City of Clarksville

Established 1833



800 WEST MAIN • CLARKSVILLE, TEXAS 75426 • (903) 427-3834

**CITY OF CLARKSVILLE
SEEKING APPLICANTS FOR
FINANCE CLERK/COURT CLERK POSITION**

Job Title: Finance Clerk / Court Clerk Date: 6/14/2017

Work Location Address: 800 W. Main Street, Clarksville, TX 75426

Refer to: City Manager, Shannon Barrentine Telephone: 903-427-3834

No. of openings: 1 Duration of Job: 40 hours plus overtime, when necessary.

Shift Schedule: 8:00 a.m. to 5 p.m. Monday through Friday; After hours for Municipal Court and City Council meetings, when needed.

Starting Wage: \$10.50 - \$12.00 an hour D.O.E.

MINIMUM EDUCATION, EXPERIENCES AND TRAINING REQUIRED:

High School Diploma; Must have Accounting and/or Bookkeeping experience, be proficient with spreadsheets and accounting software – especially Sage 50 (formerly Peach Tree); must be Bondable and a Notary Public after 90 days; and must have a valid Texas Driver's License.

JOB DESCRIPTION:

Finance Clerk duties will include recording all financial and monetary transactions of the city for the proper and lawful care of city funds. Works closely with the City Secretary/Treasurer and City Manager to insure all city fund and records are properly filed and maintained.

Court Clerk duties will include filing and retaining all documentation and files of traffic citations, complaints, warrants, and records of payments on citations. Responsible for cases filed through municipal court. Assist Judge during court proceedings, after hours.

Will be cross-trained to work in Utility Billing. All other duties as assigned.

Completed application will be accepted at the following location, via facsimile or email:

CITY OF CLARKSVILLE
ATTN: Shannon Barrentine, City Manager
800 WEST MAIN ST.
CLARKSVILLE, TX 75426; or

Fax (903) 427-3907; or Email: citymanager@suddenlinkmail.com

****Position Open Until Filled****

AN EQUAL OPPORTUNITY EMPLOYER