

**Municipal Court Clerk**

**Part-time Contract Position:**

Duties:

* Must have the ability to perform basic court clerk duties for Crestone Municipal Court
* Follow all state and town codes
* Work with and for the Municipal Judge
* Maintain accurate records, reports, and documentation in coordination with the Town Clerk
* Be on call as needed for all municipal court dates (5-8 per year)
* Set up and run Zoom meetings for court when requested by Municipal Judge

Requirements:

* Colorado court clerk training
* Previous municipal and/or county court experience

Preferred

* Current certification as a Colorado Court Clerk

Compensation: $20.00-$25.00/hr.DOE.

Applications are available on the town website homepage at townofcrestone.colorado.gov

Please submit a brief letter of intent and references with your completed application to Town Hall either in person, via our secure payment slot at 108 W. Galena Ave; by mail to PO Box 64, Crestone 81131; or via email to crestonetownoffice@gmail.com

The Town of Crestone is an equal opportunity employer and does not discriminate on basis of race, color, religion, sex, national origin, sexual orientation, gender identity, age, disability or genetics. In addition to federal law requirements, the Town of Crestone complies with applicable state laws.

POSTED