

Clerk/Court Operations Assistant

The City of East Ridge is accepting applications for a clerical position in the Municipal Court. The Court Operations Assistant is responsible for performing a variety of routine clerical activities in support of court operations including processing payments, data entry for citations, and providing customer service both via phone and in-person. Qualified applicants must have a minimum of a high school diploma or equivalent, two (2) years of customer service experience, and two (2) years of clerical experience. The candidate must possess excellent interpersonal and communication skills, and the ability to represent the court to the community, staff, and City Management effectively. A thorough background investigation will be conducted to validate the applicant's qualifications and suitability for this position. The Clerk/Court Operations Assistant works Monday – Friday, typically 8:00am – 4:30pm but must be available to work late hours on Tuesday evenings. Applications should be submitted to Ms. Michelle Sinigaglio, Human Resources Manager, 1517 Tombras Avenue, East Ridge, TN 37412 or MSinigaglio@eastridgetn.gov

OPEN UNTIL FILLED

The City of East Ridge is an Equal Opportunity Employer,
and Tennessee Drug Free Workplace.