

## **COURT & POLICE CLERK**

The City of Port Wentworth Police Department is currently seeking qualified applicants for COURT & POLICE CLERK. Qualified applicants must have knowledge of data entry procedures and computer functions, techniques for establishing and maintaining files, general bookkeeping practice, skill in performing data entry with speed and accuracy, above average organizational skills; skill in basic mathematical calculations; maintaining financial records; preparing reports; operating a calculator; personal computer, copier; skill in oral and written communication. Bilingual candidate, fluent in English and Spanish, is highly desired.

This is a full-time position with a starting salary scale of \$26,190.48. The chosen applicant will be required to successfully pass skills assessment testing in Microsoft Word, Microsoft Excel, Grammar/Spelling, typing and Basic Office Skills. Submit to an extensive background check and submit to a polygraph examination. A City Employment Application must be completed. The application and a resume must be sent to the City of Port Wentworth Police Department, Attn: Leighan Owens, 323 Cantyre Street, Port Wentworth, Georgia 31407. References required. Applications and resumes will be accepted until the position is filled. The City of Port Wentworth is an Equal Opportunity Employer.