

**The City of Thorndale is currently accepting applications for a part-time  
Municipal Court Clerk.**

**Requirements and Qualifications include but not limited to the following:**

**Must be able to process legal documents, schedule cases and hearings, audit files for accuracy and ensure consistent records are kept at all times.**

**Must be organized and familiar with office technology.**

**Must have good communication skills and be comfortable dealing with the public.**

**Process court payments including fees, fines and court costs and perform a level of customer service when dealing with the public.**

**Must have a High School Diploma.**

**For further information please call Stacy Irwin at 512-898-2523.**