



VILLAGE OF CIMARRON

PO Box 654 ♦ 356B East 9th Street ♦ Cimarron, NM 87714-0654
(575) 376-2232 ♦ Fax (575) 376-2810 ♦ www.villageofcimarron.net

MUNICIPAL COURT CLERK

CLASSIFICATION: Employee shall work 28 hours per week. Monday through Friday, may be required to work after 5:00 P. M. Employee is paid for hours worked. This is not a salaried position. Immediate supervisor is the Municipal Court Judge. Starting salary is \$10.50 per hour with PERA opportunity.

This position will have a six-month probationary period. Upon the end of the six-month probationary period, the employee's wages and probationary period will be reviewed. The position will be considered for a raise on several factors: performance evaluation, merit, cost of living, availability of budget and other lawful factors.

DUTIES:

- Using Caselle to docket and file all Municipal Court cases.
- Scheduling, tracking, preparing and being present at all court hearings involving Municipal Court cases.
- Entering and posting all traffic citations and criminal complaints.
- Posting receipts for traffic citations and criminal complaints.
- Preparing bench warrants.
- Filling out and mailing in Abstracts.
- Attending all required school and training.
- Sending out delinquent notices for unpaid fines and preparing suspensions of driver's licenses.
- Prepare monthly Court Report to the Village and distributes funds to appropriate agencies and institutions.
- Assist the public with any administrative questions or issues regarding court procedure.
- Handle correspondence with the public, governmental agencies, and attorneys.
- Administer any and all other duties as instructed by the Municipal Court Judge.

Applications may be picked up at the Village Hall, Monday through Friday from 8:00am – 5:00pm. Resumes and letters of interest must accompany application. Applications will be accepted until position is filled.

The Village is an equal opportunity employer and complies with the American Disability Act requirements.

I hereby certify that the above notice was posted on May 20, 2021 at the following locations:

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|---------------------------|--------------------------------|-----------------------|
| 1. Village Hall | 2. Russell's One Stop | 3. Russell's Sundries |
| 4. US Post Office | 5. International Bank | 6. Cree Mee |
| 7. Cimarron Senior Center | 8. NRHA Housing Authority | 9. The Kit Restaurant |
| 10. Russell's Laundromat | 11. Cimarron Healthcare Clinic | 12. Cimarron Library |

Shawn Jeffrey/Village Administrator

Magnificent Cimarron – Where the Rockies meet the Plains.