

**CITY OF HONDO
MUNICIPAL COURT CLERK**

The City of Hondo is seeking a candidate to perform the following duties: processing citations and issuing receipts; preparation of complaints and warrants; preparation of court dockets; setting up hearings and trials; preparation of correspondence and monthly and quarterly reports for council and state agencies; inputting and retrieving data on computer; as well as assisting Municipal Court Judge during court sessions.

Qualified candidates should possess a High School Diploma or GED, a valid Texas Drivers License and must have satisfactorily completed the Texas Municipal Court Level I Certification and/or have it completed within two years of employment, plus three to five years of administrative office experience, preferably in a municipal government environment.

The City of Hondo offers a competitive salary and an excellent benefits package. Interested applicants may obtain an application at City Hall, 1600 Avenue M, Hondo, Texas 78861 or by contacting the Personnel Office at (830) 426-3378 between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday. Position is open until filled. The City of Hondo is an Equal Opportunity Employer.