

## **EMPLOYEMENT OPPORTUNITY IN THE VILLAGE OF PALMYRA** **MUNICIPAL COURT CLERK**

The Village of Palmyra is accepting application for the Municipal Court Clerk position. Approximately 20-30 hours per month. Flexible hours, Monday Court, 2<sup>nd</sup> and 4<sup>th</sup> Monday of the month. Will need to prepare citations for Court. Collect payments, answer calls and customer service to the public. Attend training as required by state statute. Maintain files, knowledge of public records and compile required records to state. Someone who is motivated and able to work unsupervised will enjoy this position. Need Microsoft Office experience, able to learn new software, office experience and provide support to the Municipal Judge.

Submit application and or resume to:  
Village of Palmyra Municipal Court  
PO Box 368  
Palmyra, WI 53156