



JOB ANNOUNCEMENT COURT SUPERVISOR

The Magistrate Court of The Town of Clarkdale, Arizona (Pop. 4,100) seeks a Court Supervisor. Starting range: \$15.36 - \$19.97 per hour, DOQ.

Located in central Arizona, Clarkdale is a charming, historic town, on the banks of the Verde River and at the base of Mingus Mountain. Ideally situated above the heat of the desert and below the cold of Arizona's high country, Clarkdale enjoys a moderate year-round climate with an elevation of 3,500 feet. With easy access to surrounding National Forest lands, numerous State Parks, National Monuments, the red rocks of Sedona and numerous historic and archaeological sites, residents are surrounded by natural, scenic beauty and recreational opportunities. Notably, the Verde Valley was recently named one of the Top 10 Places to Visit in the U.S by both CNN and the Lonely Planet (worldwide travel advisor).

This position, under direction and general supervision of the Clarkdale Magistrate, performs legal, clerical work in support of municipal court operations which require proficiencies in a variety of administrative areas. This is currently a full time, single-person position with court operating one day each week. This position is responsible for oversight of court administration and related processes, and supervision of department staff, if any. As needed, this is a front desk position which provides assistance to incoming customers, visitors and phone callers. This is an FLSA exempt, full-time classified position with full benefits.

Applications and job descriptions are available at:

- Clarkdale Town Hall, 39 N. Ninth Street, Clarkdale, AZ 86324, 928.639.2400;
- Town website: www.clarkdale.az.gov.

A required and completed Clarkdale employment application and supporting information should be delivered to the address above, ATTN: Human Resources, or mailed to same at PO Box 308, Clarkdale, AZ 86324. First review of applications will be August 30, 2013; position open until filled. Faxed or electronic applications must be followed by original hard copies. While a resume is encouraged, they will not be accepted in lieu of a fully completed application. The Town of Clarkdale is an Equal Opportunity (EOE).