

NOTICE OF JOB OPENING FORM

Supervising elected official: Carol Crews

Fund Number: 1000

Department: 0416

Budget Line Item: 1113

Rate of pay: Annual Salary \$42,000 - \$46,300 Working hours: 40

Job Title: District Court/Hot Check Coordinator

Job Description: Accepts hot check complaints and payments, answers the phone, Files asset forfeiture paperwork in eflex, handles discovery, case files and subpoenas for all district court cases. Coordinates with victims and witnesses in district court cases.

Essential job functions: Assists the public with hot checks and assists the district court attorney on misdemeanor cases

Minimum requirements

Education: High School – GED Equivalent

Experience: _____

Skills and knowledge: Clerical Skills - Word

Other requirements: _____

Position posting date: 9/17/25

Position closing date: 9/27/25

Signature of supervising elected official



Date: 9/17/2025