

BRENT LAMBERT
Mayor

JACKY CAGLE
Councilmember

BRIAN WILLIAMS
Councilmember



LARRY SEWELL
Vice Mayor

ESTHER HELTON
Councilmember

J. SCOTT MILLER
City Manager

City of East Ridge

*1517 Tombras Avenue
East Ridge, Tennessee 37412
(423) 867~7711*

Court – Clerical

The City of East Ridge is accepting applications for a clerical position in the Municipal Court. Qualified applicants will have a minimum of a high school diploma or equivalent, four (4) years of combined clerical experience in a high production office environment involving public contact, three (3) years customer service experience, or any equivalent combination of specialized training, education and experience which provides the requisite knowledge, skills and abilities for this position. Candidates must have a proven track record of strong moral character and impeccable integrity. A thorough background investigation will be conducted to validate the candidate's qualifications and suitability for this position. The candidate must possess excellent interpersonal and communication skills; and the ability to represent the Court Clerk to the community, staff, media and City management effectively.

Closing date April 16, 2019.

The City of East Ridge is an Equal Opportunity Employer,
and Tennessee Drug Free Workplace.