



Municipal Court Office Assistant II

The City of Hannibal, Municipal Court has a position vacancy for an office assistant II. This position is under the direction of the Court Administrator.

This is a full-time, benefit eligible position with a salary range of \$29,133-\$42,441 and primary work of 8 hour shifts, Monday – Friday.

A high school diploma or GED is required and two years experience in a clerical/bookkeeping position with previous work in a court setting preferred.

Applications and a complete position description may be obtained at the City Collector's Office in City Hall, 320 Broadway between the hours of 8:00 a.m. and 5:00 p.m., Monday – Friday or by emailing pnelson@hannibal-mo.gov . Applications must be returned to the City Collector no later than **5 PM, Monday August 1, 2022.**

The City of Hannibal is an Equal Employment Opportunity/Affirmative Action Employer. Pre-employment drug screening is required.
(EEO/AA/F/H)