



JOB ANNOUNCEMENT

Municipal Court Clerk & Accounting Specialist

The City of Stayton is seeking a detail-oriented and service-driven Municipal Court Clerk and Accounting Specialist to support the efficient operation of the Stayton Municipal Court and the Finance Department. This position serves a dual role, dedicating approximately half time to municipal court administration and half time to finance and accounting support. The successful candidate will perform a wide range of confidential, technical, and customer-focused duties requiring accuracy, sound judgment, and a strong commitment to public service. This position plays a key role in ensuring court operations, financial records, and front office services are conducted in a professional, compliant, and responsive manner.

EDUCATION, KNOWLEDGE, SKILLS, AND ABILITIES

- Required Education / Experience:
 - High School Diploma (or equivalent) plus three years of experience in an administrative, secretarial, or clerical position, or any equivalent combination of experience and training that would demonstrate knowledge, skills, and abilities to perform the above duties.
 - Considerable knowledge of standard office practices and procedures, basic knowledge of composition, spelling, and grammar.
 - General knowledge of recordkeeping practices and basic bookkeeping principles.
 - Ability to type rapidly and accurately and to operate modern office equipment and machinery, including processing information on a computer terminal.
 - Demonstrated experience establishing and maintaining records, reports, and statistical data.
 - Ability to courteously and effectively interact with City employees and the public.
 - Ability to manage hostile or difficult situations while maintaining a professional and respectful demeanor.
 - Working knowledge of Microsoft Office Suite.
- Preferred Qualifications:
 - Previous Municipal Court experience is desirable.
 - Experience with Caselle, the City's court software, is desirable but not necessary.
 - Spanish language proficiency is preferred but not required. Employees who meet the City's bilingual proficiency criteria may be eligible for additional compensation.
- Certificates/Licenses/Registrations:
 - Possession of or ability to obtain LEDS certification within 90 days of employment.
 - Possession of or ability to obtain a Notary Public commission within 90 days of employment.

SALARY AND BENEFITS

- Salary range is \$47,820 to \$66,138 annually depending on qualifications and experience.
- The City also offers a comprehensive and competitive benefit package, including:
 - Vacation: Two weeks accrued annually (increases with longevity)
 - Holidays: 11 holidays annually and 2 floating holidays
 - Sick Leave: 8 hours per month

- Insurance: 85% Paid Medical, Dental, and Vision
- Defined Benefits Retirement Plan
- Life Insurance Long-Term Disability

HOW TO APPLY

- Download the job description and employment application on our website at: www.staytonoregon.gov/page/employment
- Applications and resumes may be submitted via email to Human Resources at hr@staytonoregon.gov, or via regular mail to the City of Stayton, 362 N. Third Avenue, Stayton, Oregon 97383.

Open Until Filled
First Review of Applications Begins February 18, 2026

The City of Stayton is an Equal Opportunity Employer