



The **City of Puyallup Municipal Court** is hiring for a temporary, full-time Office Assistant position, from approximately September 26, 2016 - December 11, 2016. Typical hours will be 8:00 am to 5:00 pm, with a one-hour lunch period.

Essential functions include: Performs routine clerical duties such as computer data entry using the court's case management system [Judicial Information System (JIS)], receipting fine payments, assisting public at the front counter with general court inquiries, acting as general support to court clerks or probation staff, document filing and performing other duties as assigned.

The City of Puyallup is situated at the foot of scenic Mount Rainier in the beautiful Puget Sound region, 10 miles east of Tacoma and approximately 35 miles south of Seattle. Puyallup has gained prominence as a regional commercial and service center for Eastern Pierce County, and continues to serve its residents and neighbors with a strong, diversified economy.

**To view the full job posting and apply online please visit: <http://www.cityofpuyallup.org/>**

The City of Puyallup is an Equal Opportunity Employer.