City of Daleville
Job Opening: Magistrate (Part-Time)

Overview:
The City of Daleville is accepting applications for a **Part-Time Magistrate**. This position assists the Court Clerk/Magistrate in the day-to-day administration of the court to ensure efficient and accurate operations.

Primary Responsibilities:

- Prepare, file, and forward case files
- Review documents to ensure all procedures are properly followed
- Record and document court orders and fines
- Receive and record payments of fines and court costs
- Answer questions and provide information to the public as needed

Requirements:

- Successful completion of pre-employment **drug screening**, **physical**, and **background check**

Position Details:

- **Part-Time:** 24 hours per week
- **Starting Pay:** $9.00 per hour
- **Applications Available At:** Daleville City Hall

Hours: 8:00 AM – 12:00 PM and 1:00 PM – 5:00 PM

Opening Date: April 15, 2025
This position will remain open until filled.

Pre-employment screenings are required.

The City of Daleville is an Equal Opportunity Employer.