



E.O.E.

Open Positions

Assistant Court Clerk

The City of Park City is seeking an independent thinker/problem solver with excellent customer service, public relation, clerical, organizational, and computer skills for an Assistant Court Clerk. Will be responsible to assist the Court Clerk in the maintenance of department files and records, provide citizen assistance, and process citations and criminal complaints. Successful applicant will have a high school diploma or GED, previous experience in court office or law office. Incode software would be considered a plus; bilingual capabilities preferred. Exceptional benefit package that includes medical, dental, retirement, deferred compensation, vacation, holiday, and sick.

TESTING IS REQUIRED FOR THIS POSITION; selected applicants will be required to complete testing at the Wichita Workforce Alliance Center.

Code Enforcement Officer

The City of Park City is accepting applications for a Code Enforcement Officer. The ideal candidate will be a self-starter with a strong desire to serve the community through the enforcement of laws and ordinances related to animals, zoning and building codes, common nuisances and public health and safety. Ideal candidate will have strong communication skills, ability to work with the public, and computer skills with experience in excel, word, and outlook. Some knowledge of law enforcement principles, procedures, building and zoning codes, and working knowledge of animal restraint and care techniques preferred. NACA certification a plus. Under the supervision of the Police Department, the Code Enforcement section works primarily first and second shifts. Shift coverage between the two shifts is 7 days a week and some on call hours. Applicants must be 18 years of age, have a high school diploma or GED, a valid driver's license, and must be able to pass a background check, pre-employment physical and drug screen. This is a uniformed position, the uniform will provided by the City. Excellent benefit package with health insurance paid by the City, dental, KPERS, life insurance, deferred comp, vacation and sick.

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Complete application on line at hrepartners.com