

## **Devils Lake Municipal Court**

### **Position: Clerk of Court**

Clerk of Court is a full-time position available in service of the Municipal Court System in Devils Lake, ND at a Grade 7 with a salary range of \$44,640 – \$61,212 per year depending on experience and skillset.

General responsibilities include providing clerical support in the operation of the Municipal Court System, preparation of cases for court, citation processing, and book-keeping. Benefits include vacation and sick leave, health insurance (includes vision and dental), and a retirement plan.

A copy of the job description can be obtained on the city's website at [www.dvlnd.com](http://www.dvlnd.com) or at Devils Lake City Hall. Applications can be submitted to Spencer Halvorson, City Administrator/Auditor, at the Devils Lake City Office located at 423 6<sup>th</sup> Street NE. Applications can be mailed to PO Box 1048, Devils Lake, ND 58301. Deadline to receive applications is **Friday, December 19, 2025 at 5:00pm CST**.

For any additional inquiries, please contact the City Administrator/Auditor at [spencerh@dvlnd.com](mailto:spencerh@dvlnd.com) or (701) 662-7600 Ext: 222.