

**CITY OF ST. JOHN
POSITION OPENING FOR A
COURT CLERK**

The City of St. John currently has an opening for a full time Court Clerk. Regular hours would be 8am-5pm, Monday thru Friday. Court days will require additional hours based on the length of the court for that particular day. Main duties include working with the: public, police department, attorneys and prosecuting attorney's office. Job duties include, but are not limited to, answering phones, processing communications and correspondence for the Judge, court notices to defendants, organization, filing of files and attendance at all courts. The successful candidate must be a self-motivated person. Prior experience in the municipal court field is highly desired. Certification with IMDSPlus and experience with the Show Me Courts softwares are a definite plus. Must be proficient in Windows 10 Pro, MS Word and Adobe PDF, as well as general computer skills.

An attractive benefit package includes fully paid health insurance for employee along with a percentage for dependents' cost; thirteen paid holidays throughout the year, vacation and sick leave benefits, term life insurance, retirement plan in LAGERS, service and longevity awards, a tuition reimbursement policy including college incentive pay. Starting salary is \$31,200. Apply at the City of St. John, 8944 St. Charles Rock Road, Suite 100, St. John, MO 63114 or send resumes to Connie Poteet, Asst. City Manager (cpoteet@cityofstjohn.org). Applications will be accepted until the position is filled.

EOE/AA/M/F/D/V/E-VERIFY

**CITY OF ST. JOHN, MISSOURI
POSITION DESCRIPTION
(FULL TIME)**

CLERK FOR MUNICIPAL COURT

OVERSIGHT DEPARTMENT:	Executive Management Department
DIRECT SUPERVISION:	Court Administrator
FLSA CLASSIFICATION:	Non-Exempt

GENERAL PURPOSE

This full time position operates under the direct supervision of the Court Administrator. It entails all clerical and administrative duties, including customer service, of the Municipal Court.

Interacts with all public and other legal entities; and ensures that the proper case file information is disseminated between the Office of the Prosecuting Attorney, the Police Department, the Municipal Court and other jurisdictions per Missouri State Law.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The list below is a general, summarized list, and is not inclusive of all job functions and will change with applicable laws as passed by the State of Missouri and/or the City of St. John:

- 1) Serves as the point of contact for the Municipal Judge by processing all correspondence and case documentation within and related to the Court.
- 2) Serves as the point of contact for the general public, defense attorneys, and other municipal departments.
- 3) Provides the general public with information and direction on all matters relating to the Court. Operates front desk telephones and assists members of the general public as needed.
- 4) Provides clerical support to the office, preparing correspondence and completing documents as needed; processes incoming mail and attorney requests for recommendations; updates court files accordingly; answers phone inquiries and emails directed toward the office.
- 5) Creates/completes court case file information accordingly. Ensures all applicable documents are properly filed between the Municipal Court and the Office of the Prosecuting Attorney.
- 6) Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- 1) Knowledge of law enforcement and municipal court software platforms and data systems are preferred. Certification from REJIS in IMDSPlus and Show Me Courts is desired.
- 2) Ability to communicate effectively and clearly with knowledge of all matters pertaining to the Municipal Court.
- 3) Ability to maintain discretion regarding legal proceedings and confidential information.
- 4) Familiarity with general office equipment, including but not limited to the following:
 - (a) multi-line phone, adding machine, copier, fax machine, scanner, etc.

- (b) Personal computer software including Microsoft Word, Microsoft Outlook, Microsoft Excel and other office related programming
- 5) Must be able to manage and prioritize duties efficiently and effectively in order to ensure tasks are completed in a timely manner and with accuracy.
- 6) Must be able to perform job duties independently, under non-direct supervision.
- 7) Have strong customer service skills and excellent oral and written communication skills.
- 8) Must be able to work in a stressful environment while maintaining quality of services and professional relationships.
- 10) Due to the nature of the job, person must pass criminal background check through the Missouri State Highway Department.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- 1) The employee is regularly required to: sit, walk, stand, talk, hear, reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl.
- 2) The employee must occasionally lift and/or move up to twenty-five (25) pounds.
- 3) Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. This job description does not constitute an employment agreement between the City and employee, and is subject to modification by the City as the needs of the City and requirements of the position change.