



## **JOB POSTING**

**Position Title:** Court Clerk – Part-Time

**Department:** Municipal Court

### **JOB SUMMARY**

This position provides support to the court and customers, including responding to inquiries on court processes, assisting customers at the window, preparing court dockets and constructing files. Hours are semi-flexible weekdays, during regular business hours, 20-25 hours per week. Requires bi-monthly attendance at evening court sessions.

### **JOB DUTIES**

#### **Essential Job Duties**

- Assists in preparing court dockets and maintains court files.
- Answers telephone and assists customers at the window, provides information and assistance concerning payments, warrants, tickets and court dates.
- Receipts, deposits, and accounts for monies for fines, forfeitures and other court receipts.
- Constructs new case files, files and retrieves documents as necessary.
- Performs data entry for each case and accurately records actions on court records.
- Updates new court dates for payment and appearance, issues warrants for non-appearance, mails summons as required by law.

### **JOB QUALIFICATIONS**

- Must be at least 21 years of age.
  - Minimum two (2) years previous office experience in a customer service environment, experience in a court setting, law office, or police experience preferred.
  - Ability to handle stressful situations and work with interruptions.
  - Must have excellent data entry skills. Knowledge of REJIS/IMDS or Show Me Courts case management system desired.
  - Ability to present ideas clearly and concisely with verbal and written communication skills.
  - High school diploma or GED equivalent required, some college preferred.
  - Must pass a background check and drug test.
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## STARTING SALARY

\$17.00 per hour

## WORK ENVIRONMENT & PHYSICAL ABILITIES

- Frequent sitting, standing and occasional walking.
- Occasional lifting and carrying large objects weighing more than 20 pounds.
- Requires continuous hand and finger movement.

## TO APPLY

Visit [olivettemo.com/jobs.aspx](http://olivettemo.com/jobs.aspx), and follow instructions under “How to Apply.” May submit application through website.

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