



A GREAT AMERICAN STORY

111 East Maple Street • P.O. Box 1019 • Independence, Missouri 64051 - 0519  
[independencemo.org](http://independencemo.org) • 816-325-7000

**POSITION**

**Court Clerk**

**HOURLY RATE**

**\$15.44-\$19.44**

Under general supervision, performs responsible and moderately complex clerical duties within the Municipal Court. Prepares and processes FACT forms required by the Missouri Department of Revenue. Assists with the reporting of unclaimed bond monies to the State of Missouri. Processes Jail Credit and Time Payments. Prepares the Judges' final docket and processes and monitors the Mental Health Docket. Pulls and Processes appearance bonds from IPD, video arraignments and processes mail. Prepares and processes all court mailers and mailer warrants. Collects and performs complex accounting of monies, outside bonds from other agencies, and prepares bank deposits. Retrieves statistical information to assist in monthly report. Responds to requests from citizens over the phone and in person; receives and assists with the processes of sworn complaints from citizens, police officers and code officials. Enters and retrieves information into a personal computer to update records, process transactions or respond to requests for information. Verifies daily warrants cancelled and enters an early court date on ticket screen. Interacts with defendants, attorneys and citizens requesting court date information on documents related to warrants, court cases or granting continuances. Performs related duties as assigned.

**Minimum Qualifications:** High school diploma or equivalent and two to three years court experience consisting of clerical experience involving interacting with the public to disseminate information (preferably in a municipal or other government court), or related experience; or any combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job. Knowledge of operations of the court system. Skilled in the operation of a personal computer. Knowledge of ten-key by touch, accounting principals' and practices, and ability to perform mathematical calculations. Skilled in recordkeeping, report preparation, filing methods and record management techniques. Ability to communicate effectively orally and in writing with the general public; use tact, discretion, initiative, and independent judgment within established guidelines. Ability to type 35 words per minute; may be asked to complete a typing test. Valid driver's license required. Must be able to complete NIMS training within six (6) months of hire.

**Physical Demands:** Regularly required to walk, sit, use hands to finger, handle, or feel objects, to reach with hands and arms, and talk or hear. Occasional lifting/moving up to 25 lbs.

**Typical Working Conditions:** Normal office environment. May be occasionally exposed to outdoor

weather conditions, and fumes or airborne particles. Typically moderately quiet.

Drug screen

Background check

In addition to the application, testing and/or examinations may be required for further consideration on this position.

Apply online at [www.indepmo.org/hr](http://www.indepmo.org/hr). **POSITION OPEN UNTIL FILLED.**

**EQUAL OPPORTUNITY EMPLOYER – BILINGUAL SKILLS PREFERRED**

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