



4323 Woodson Road
Woodson Terrace, MO 63134
Office: 314-427-2600
Fax: 314-427-0571

Email: CityClerk@woodsonterrace.net

City of Woodson Terrace

Now Hiring: Full-Time Municipal Court Clerk

Location: Woodson Terrace City Hall

Schedule: Full-time, Monday through Friday 8:30 am – 4:30 pm, with required evening availability on the first Wednesday of each month

Position Summary:

The City of Woodson Terrace is seeking a detail-oriented, professional, and reliable individual to serve as the Municipal Court Clerk. This position is responsible for the day-to-day operation and recordkeeping of the Municipal Court, including managing case files, processing court fines and costs, and assisting the public with court-related inquiries. Court sessions are held monthly on the first Wednesday evening.

This role works under the administrative supervision of the City Clerk & Administrator, with judicial guidance from the Municipal Judge and daily oversight from the Court Administrator.

Key Responsibilities:

- Manage daily court functions including case preparation, data entry, correspondence, and docket creation
 - Process payments and maintain accurate records of fines and court costs
 - Answer and respond to phone calls from defendants, attorneys, and the general public regarding court matters
 - Provide front-desk support for City Hall operations, including issuing permits, scheduling inspections, and handling general inquiries
 - Ensure all records are properly maintained, confidential, and in compliance with legal standards
 - Interact professionally and courteously with the public on a regular basis
 - Follow instructions and perform tasks assigned by the Court Administrator
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Preferred Qualifications:

- High school diploma or equivalent (required)
- Previous experience working as a court clerk (strongly preferred)



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- Experience with IMDS Plus (REJIS) and Show-Me Courts system
 - Proficient in Microsoft Office 365
 - Strong organizational, communication, and customer service skills
 - Bilingual in Spanish is a plus
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To Apply:

Please submit your resume and a brief cover letter to CityClerk@WoodsonTerrace.net