



## CITY OF ROCK HILL

827 N. Rock Hill Rd. ♦ Rock Hill, MO 63119 ♦ (314)968-1410 ♦ Fax (314)968-4843

---

08/29/2023

The City of Rock Hill, Missouri, is seeking qualified candidates for the position of Court Administrator.

This position is responsible for the day-to-day management of the City of Rock Hill Municipal Court and works in cooperation with the Municipal Judge and under the general guidance and direction of the City Administrator.

This position is responsible for the preparation and maintenance of court records, dockets, warrants, files, orders, and other notices and records of the Court. The Court Administrator manages regular communications with defendants, defendants' attorneys, the prosecuting attorney, municipal judge, and others as may be required in the day-to-day operation of the Court.

The Court Administrator is responsible for regular financial reports to the City Clerk, Board of Aldermen, and other officials of the City and manages the courts' reporting to state government and other government agencies.

The ideal candidate will have a background in municipal government, excellent verbal and written communication and customer service skills, and be able to work well with the general public and fellow employees. This is a solo-court position which requires efficiency, attention to detail, and self-motivation.

A thorough knowledge of office software such as Microsoft Outlook, Word, and Excel; Show-Me Courts; OSCA reporting; and monthly bank reconciliation procedures is required.

Minimum qualifications include a high school diploma, GED, or equivalent. An Associate's Degree or Bachelor's Degree from an accredited institution and CCA certification is preferred. The successful candidate must pass a criminal background check, drug test and other pre-employment screenings as may be required, prior to employment.

The salary for this position is \$45,000 annually, and includes competitive benefit offerings such as health, dental and vision insurance, paid vacation and other leave benefits, and the Missouri LAGERS defined benefit pension plan. Court office hours are Monday – Thursday, 8:00 a.m. – 5:00 p.m., with one hour for lunch, plus attendance at all court sessions. Court is held the second and fourth Monday of the month at 6:00 p.m.

Applications are available on the City's website, [www.rockhillmo.net/human-resources-department](http://www.rockhillmo.net/human-resources-department). Applications can be emailed to [aperrin@rockhillmo.net](mailto:aperrin@rockhillmo.net).

This position is open until filled. The City of Rock Hill is an Equal Opportunity Employer.