

Court Clerk

City of Florissant is accepting applications for Court Clerk. This position will serve as the Court Administrator and administer criminal proceedings and docketing. High school diploma or G.E.D is required. Associates degree or higher preferred. Must have at least 5 years of experience as Certified Court Administrator in a supervisory capacity. Must be proficient in IMDS+, Show Me Courts, Mobile Ticketing, Excel, and Word. Excellent written and verbal communications skills and strong problem-solving skills is required. Must have ability to effectively meet and deal with the public and to handle stressful situations. Must have flexibility to work extended hours on occasion as needed.

Salary range is \$67,849.60-\$76,377 annually, with benefits. You may email cover letter and resume to swhite@florissantmo.com Apply on our website and review a job description at www.florissantmo.com. EOE M/F/Disabled/Veteran