

CITY OF ST. JOHN
POSITION OPENING FOR

COURT CLERK

The City of St. John is currently accepting applications for a full time Court Clerk. Regular hours are 8am-5pm, Monday thru Friday with a scheduled one hour lunch break each day. Court days which are generally twice per month will require additional hours based on the size of the docket. Attendance at court proceedings is required. Job duties include, but are not limited to, answering phones, processing communications and correspondence for the Judge, court notices to defendants, and organization of files. The candidate will also be working with the public, police officers, judges, attorneys and the prosecuting attorney's office. Good verbal and interpersonal skills and attention to detail are a must. The successful candidate must be a self-motivated person. Prior experience in the municipal court field is highly desired. Certification with 'IMDSPlus' and experience with 'Show Me Courts' are a definite plus. Must be proficient in Windows 10 Pro, MS Word and Adobe PDF, as well as general computer skills.

An attractive benefit package includes fully paid health insurance for employee along with a percentage for dependents' cost; fourteen paid holidays throughout the year, vacation and sick leave benefits, term life insurance, retirement plan in LAGERS, service and longevity awards, a tuition reimbursement policy including college incentive pay. Starting salary is \$17.50/hr. Apply at the City of St. John, 8944 St. Charles Rock Road, Suite 100, St. John, MO 63114 or send resumes to Connie Poteet, Asst. City Manager (cpoteet@cityofstjohn.org). Applications will be accepted until the position is filled.

EOE/AA/M/F/D/V/E-VERIFY