



JOB POSTING

Position Title: Court Clerk – Part-Time

Department: Municipal Court

JOB SUMMARY

This position provides support to the court and customers, including responding to inquiries on court processes, assisting customers at the window, preparing court dockets and constructing files. Hours are semi-flexible weekdays, during regular business hours, 20-25 hours per week. Requires bi-monthly attendance at evening court sessions.

JOB DUTIES

Essential Job Duties

- Assists in preparing court dockets and maintains court files.
- Answers telephone and assists customers at the window, provides information and assistance concerning payments, warrants, tickets and court dates.
- Receipts, deposits, and accounts for monies for fines, forfeitures and other court receipts.
- Constructs new case files, files and retrieves documents as necessary.
- Performs data entry for each case and accurately records actions on court records.
- Updates new court dates for payment and appearance, issues warrants for non-appearance, mails summons as required by law.

JOB QUALIFICATIONS

- Must be at least 21 years of age.
 - Minimum two (2) years previous office experience in a customer service environment, experience in a court setting, law office, or police experience preferred.
 - Ability to handle stressful situations and work with interruptions.
 - Must have excellent data entry skills. Knowledge of REJIS/IMDS or Show Me Courts case management system desired.
 - Ability to present ideas clearly and concisely with verbal and written communication skills.
 - High school diploma or GED equivalent required, some college preferred.
 - Must pass a background check and drug test.
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STARTING SALARY

\$17.00 per hour

WORK ENVIRONMENT & PHYSICAL ABILITIES

- Frequent sitting, standing and occasional walking.
- Occasional lifting and carrying large objects weighing more than 20 pounds.
- Requires continuous hand and finger movement.

TO APPLY

Visit olivettemo.com/jobs.aspx, and follow instructions under “How to Apply.” May submit application through website.

THE CITY OF OLIVETTE IS AN EQUAL OPPORTUNITY EMPLOYER
