



JOB OPENING

Municipal Court - Part-Time Court Clerk

16-20 Hours/per week

Salary: \$13.75/Hr

This position participates in the clerical and judicial administrative functions of the Municipal Court; assists with handling workflow of cases filed; maintains precise and accurate records; collects fines, court costs and bond monies; and maintains bookkeeping records.

Requirements and Work Environment:

- Ability to work in a fast paced environment in an efficient & detail oriented manner
- Knowledge of general office practices and good organizational skills
- Cash handling experience is a plus
- Ability to communicate professionally with staff, attorneys, and general public
- Must attend night Court sessions generally two Tuesday's each month
- Ability to project a positive and professional image
- Minimum requirements include high school diploma or G.E.D.
- Ability to perform general clerical work and use basic office & spreadsheet software
- Work requires lifting up to 30 pounds
- Ability to work a flexible schedule of 16-20 hours per week

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Processes citations and documents accurately in relation to Court procedures □ Accepts payments in accordance to the City's cash handling policy
- Manages and maintains confidentiality of all data processing of Court records
- Maintains professional conduct and composure even in difficult situations

Experience: One (1) year of responsible clerical experience, preferably in a municipal court setting

The complete description and employment application can be found at www.claycomo.org. Please send resume and completed application to Village of Claycomo, Attn: Village Clerk, 115 NE US 69 Hwy, Claycomo, MO 64119, fax to 816-453-1852, or submit via email villageclerk@claycomo.org.

Deadline: Position open until filled

115 E 69 Highway, Claycomo, MO 64119
(816) 452-5539 Phone (816) 453-1852 Fax Email cityhall@claycomo.org