

George Sanders  
Mayor



City of St. Robert, Missouri  
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St. Robert, Missouri 65584  
[www.saintrobert.com](http://www.saintrobert.com)

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## **JOB DESCRIPTION**

# **Municipal Court Clerk**

**Position Open Date:** November 21, 2018

**Position Close Date:** Until Filled

**Classification:** Full-Time

**FLSA Status:** Non-Exempt

Please submit a resume and City of Saint Robert application which can be printed from [www.saintrobert.com](http://www.saintrobert.com). Resumes and application may be mailed, dropped off at the St. Robert Municipal Center at City Hall located at 194 Eastlawn Ave., Ste. A, St. Robert, Mo 65584, emailed to [hr@saintrobert.com](mailto:hr@saintrobert.com) or faxed to (573) 336-5714. If you have any further questions, please contact the City of Saint Robert Human Resource Generalist at (573) 451-3301 between the hours of 8:00 am to 5:00 pm Monday through Friday or via e-mail correspondence at [hr@saintrobert.com](mailto:hr@saintrobert.com). City of St. Robert is an equal opportunity employer.

### **GENERAL PURPOSE OF POSITION:**

Prepares documents and oversees processes for the Municipal Court

### **MAJOR DUTIES AND RESPONSIBILITIES:**

#### **Process tickets and summons**

- Collects from the Police Department each morning
- Creates master case docket sheet for each file
- Prints docket from computer to each court participant and distributes

#### **Attends court sessions**

- Packs necessary material and files, transporting to court site
- Records sessions
- Loads files onto computer system
- Provides direction for the classes for community service
- Works with attorney's, providing necessary information for cases
- Records disposition of each case
- Gives administrative support to the Municipal Court Judge
- Reconciles information from the Judge, Collector, and Clerk

**Manages disposition records and procedures after court sessions**

- Enters dispositions into computer
- Submits record of convictions to the state when required
- Directs the processing of bond money
- Completes necessary correspondence with attorneys
- Uses appropriate methods in the processing of warrants for no-shows, submitting driver's license suspensions to the state, and placing holds on driver's license
- Makes certain that all pertinent filing is done
- Processes finger print card for appropriate convictions

**Provides necessary reports and performs other administrative duties**

- Creates monthly report for Council
- Prepares forms for collections, warrants, and subpoenas
- Reconciles the bond account
- Tracks the community service workers, making certain of compliance
- Performs background checks upon request
- Assists in public relations/education
- Continues in professional development toward certification

**JOB CONTEXT:**

The Municipal Court Clerk is a full-time, permanent position in the Administration Department. The immediate supervisor for this position is the City Administrator. The person in this position is supervised on a less than weekly basis. The person in this position works regular hours all year-round. The person in this position rarely works any overtime or at night, depending upon the heaviness of the caseload. There is no shift work associated with this position. The person in this position may be on call at least once a week. 90% of the work for this position is done indoors, 10% is outdoors and requires work done in all types of weather conditions. The Municipal Court Clerk is accountable for monetary, fiscal, budgetary, safety, and legal issues for which this position is responsible.

There are no exposure to chemicals and/or hazardous materials in this position. The stress level associated with this position is average to moderately high, depending upon the court load and various deadlines. Physical work consists of, but not limited to, sitting long periods of time, using the computer, and carrying files for the court.

**LICENSES AND CERTIFICATIONS:**

The person in this position must have a valid Missouri driver's license and be actively working toward or maintaining certification as a Court Administrator.

**EDUCATION AND EXPERIENCE:**

The person in this position must have a high school diploma or its equivalent, and a two-year degree is recommended. Two years of experience as a court administrator is preferred.

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

### **Knowledge**

- Ordinances regarding both content and code
- Court management software (ACMS)
- File management systems
- Case-to-Judge assignment
- Basic law practices, more importantly court procedures
- Code of ethics
- Procedures for each type of disposition
- Procedures regarding classes and/or community service programs available for defendants
- Bond account requirements and procedures
- Collection procedures
- Procedures for submitting information needed by the state and federal government
- Proper grammar and the use of English in speaking and writing
- Computer operations and applications, including word processing and spreadsheets
- OSHA standards and regulations concerning employee safety
- Federal and state statutes concerning the work of the department
- Mathematical skills, including addition, subtraction, division and multiplication
- General functions and operations of municipal government

### **Skills and Abilities**

- Enter data accurately
- Apply basic mathematics
- Use and develop filing systems
- Assure information is accurate in each file
- Use of computer
- Manager attorney requests and other information
- Maintain confidentiality
- Proofread reports accurately
- Answer questions correctly regarding ordinances and procedures
- Determine correspondence necessary for attorneys and defendants
- Compile and analyze data
- Translate technical information in laymen's terms
- Run background checks in a non-discriminatory manner
- Achieve and maintain proper certification
- Reconcile and correct errors
- Work as a team with other employees
- Communicate effectively with other City employees, both oral and written
- Work autonomously when necessary
- Handle multiple tasks simultaneously with frequent interruptions
- Deal with others in a professional manner
- Maintain professional composure in heated situations
- Follow Departmental and City policies and procedures

Certain duties of this position are classified as “safety-sensitive.” Therefore, the person in this position will be subject to mandatory testing for drugs and/or alcohol on a random, reasonable suspicion, post-accident, return-to-duty, and follow-up basis in accordance with the City’s Alcohol & Controlled Substance Use, Abuse and Testing Policy.

This job description is not intended to be all-inclusive, and the employee will also perform other reasonable related business duties as assigned by the City Administrator as required