

City of Cottleville, Missouri

Job Description

Court Clerk

Division: Municipal Court Division

Date: July 2026

Employment Status: Part-Time, Non-Exempt

Reports To: Dir. Admin. Services

Hours: Minimum 16 hours/week

Starting Pay: \$22.00/hour

PURPOSE

This position provides clerical, administrative, and customer service support for the City's Municipal Court Division. The Part-Time Court Clerk assists the Court Administrator with case processing, records management, financial transactions, customer service, and court operations while ensuring compliance with applicable Missouri statutes, Supreme Court Rules, municipal ordinances, and City policies.

AVAILABILITY: This position is envisioned to be 2 days a week; with some Fridays and or Mondays being required. Standard hours are 9:00 AM – 5:00 PM. Evenings are rare but are required monthly on court night. Additional days and hours may be required to cover employee time off during vacations and the weeks of holidays. Although the city offers 14 holidays per year where City Hall is closed. Applications will be accepted until the position is filled. Resume should be submitted to amy.lewis@cityofcottleville.com.

ESSENTIAL FUNCTIONS & DUTIES

Court Administration

- Assist the Court Administrator with administrative, financial, and case management responsibilities as assigned for the Municipal Court and Violations Bureau.
- Process citations, court documents, warrants, summonses, correspondence, and related records.
- Prepare court dockets, files, notices, and supporting documentation for court sessions.
- Maintain accurate court records using Show-Me Courts or other approved case management systems.
- Assist the Municipal Judge and Court Administrator during court sessions.
- Maintain confidentiality of court records and sensitive information.
- Maintain records in accordance with Missouri Supreme Court Rules and OSCA requirements.

Customer Service

- Serve as the primary point of contact for public inquiries by phone, email, and in person.
- Provide procedural information regarding court matters without offering legal advice.
- Respond professionally to customer concerns and direct inquiries as appropriate.
- Provide administrative support and maintain routine Municipal Court operations during the Court Administrator's absence in accordance with established policies and procedures.

Financial Administration

- Accept and process payments for fines, court costs, bonds, and fees.

- Issue receipts, balance daily cash drawers, prepare deposits, and maintain accurate financial records in accordance with established accounting procedures.

General Administrative Duties

- Perform filing, scanning, copying, mail processing, data entry, and records management.
- Maintain office supplies and prepare the courtroom for scheduled proceedings.
- Assist with special projects and perform other related duties as assigned.
- Performed assigned duties under the general direction of the Court Administrator and in support of the Municipal Judge and Municipal Court Division.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of municipal court operations and office procedures.
- Knowledge of Microsoft Office and court case management software; Show-Me Courts experience preferred.
- Ability to accurately process financial transactions and reconcile daily receipts.
- Strong organizational, communication, customer service, and recordkeeping skills.
- Ability to interact professionally and courteously with individuals who may be upset, frustrated, or under stress.
- Ability to maintain confidentiality and exercise sound judgment.
- Ability to manage multiple priorities with frequent interruptions.

MINIMUM QUALIFICATIONS

- High school diploma or GED required.
- One to two years of clerical, administrative, cashiering, customer service, or related experience.
- Equivalent combination of education and experience may be considered.

PREFERRED QUALIFICATIONS

- Associate's degree or post-secondary coursework.
- Previous municipal court or local government experience.
- Experience with Show-Me Courts software case management system.

PHYSICAL DEMANDS, WORK ENVIRONMENT, & EXPECTATIONS

- Primarily performed in an office environment.
- Frequent sitting, standing, walking, keyboarding, and interaction with the public.
- Occasional lifting of files and office supplies up to 25 pounds.
- Regular Friday availability is expected. Additional hours may be required to provide coverage during vacations, holidays, or operational needs such as evening court proceedings.

DISCLAIMER

This job description is intended to describe the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all duties, responsibilities, or qualifications. The City reserves the right to modify or assign other duties as operational needs require. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the position.