



City of Manchester, Missouri

Court Clerk – Municipal Court

Serve a municipal government through accurate court administration and professional customer service.

The City of Manchester is seeking a detail-oriented Court Clerk to support Municipal Court operations. Reporting to the Court Administrator, this position processes court cases and legal documents, maintains records, receives and balances payments, and assists the public, attorneys, and court personnel. The position is non-exempt and requires attendance at evening court sessions.

Pay range: \$23.11 to \$27.74

Employment type: Full Time

Application deadline: Open until filled

Key Responsibilities

- Process citations, case files, attorney filings, summonses, correspondence, and other court documents.
- Schedule hearings, prepare court dockets, and assist the Court Administrator and Municipal Judge during evening court sessions.
- Receive, receipt, record, and balance fines, court costs, bonds, and deposits.
- Respond professionally to in-person and telephone inquiries about court dates, case status, payments, and court procedures.
- Maintain accurate physical and electronic records while following confidentiality, retention, and access requirements.
- Provide administrative support, assigned notary and certified-document services, and court-office coverage.

Qualifications

- High school diploma or equivalent required; associate degree preferred.
- At least four years of administrative-support experience; experience in a legal setting preferred.
- An equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities will be considered.
- Knowledge of municipal court operations, case processing, records management, and basic bookkeeping.
- Proficiency in Show-Me Courts, and related court technology preferred.
- Proficiency in standard office software and equipment.

- Strong organizational, communication, and customer-service skills, with the ability to manage deadlines, perform detailed work accurately, and maintain confidentiality.

Court-related training and certification provisions include New Clerk Training through the Municipal Clerk Education Committee, as well as Certification through the Missouri Association for Court Administration, or progress toward certification.

Employment Conditions

Applicants must successfully complete a criminal background check and pass a pre-employment drug screening. Additional job-related screenings, examinations, or verifications may be required based on the position's duties. Attendance at required evening court sessions is essential.

How to Apply

Email a resume to cmassey@manchestermo.gov by October 31, 2026.

For questions, contact Colleen at 636-227-1385 extension 112.

The City of Manchester offers reasonable accommodation in the hiring and employment process for individuals with disabilities. Applicants may request an accommodation at any time.