



City of Normandy, Missouri

Job Description

Title: Court Clerk

Department: Court

Status: Full-Time, Hourly non-exempt

Reports to: Court Administrator

Appointment: City Administrator

Pay Range/Grade: G3, \$20.00/hr-\$22.88/hr

Number of Positions: 1

JOB SUMMARY:

Under the general direction of the Court Administrator, the Court Clerk is responsible for a variety of tasks essential to Court operations including processing court cases, assisting defendants, preparing dockets, attending all court sessions, the receipting of payments of bonds, fines and forfeitures, and maintenance of all records at the Court.

The position of Court Clerk is a Full-Time, hourly non-exempt position with pay ranging from \$20.00/hr to \$22.56/hr with additional considerations given for candidates with a Missouri Certified Court Administrator designation. The City of Normandy also offers great benefits including health, vision, dental, short- and long-term disability, group life, and AD&D. In addition, the City of Normandy is a part of the LAGERS deferred benefit plan.

ESSENTIAL DUTIES AND RESPONSIBILITIES:**A. Process Court Cases**

1. Update new court dates for payment and appearance, issue warrant for non-appearance, mail summons as required by law.
2. Review/enter tickets into computerized court database, Show-Me-Courts.
3. Recall warrants as ordered by the Judge.
4. Sort and distribute incoming mail related to Court matters.
5. Docket and review incoming documents and determine necessary action by routing to appropriate party or processing according to department and statutory processes.
6. Accept appearance, waiver of trial and plea of guilty.

B. Assist Defendants and Attorneys

1. Answer telephones and greet walk-in visitors in a kind and professional manner.
2. Provide information and assistance concerning payments, warrants, tickets, bonds, court dates, and court rules without giving legal advice.
3. Provide copies and/or faxes to appropriate parties and certify documents when required.

C. Prepare Court Dockets and Attend Court Sessions

1. Schedule and re-schedule hearings as directed by the Judge.
2. Prepare and print court calendars.
3. Retrieve and prepare files for court.
4. Attend municipal court sessions and assist Court Administrator and Judge

5. Assist in preparing court dockets and scans all court pleadings (paper filing and e-Filing) and daily case management of court files.

D. Receipt Payments

1. Receipt payments for fines, fees and forfeitures using court approved financial software.
2. Apply bond payments.
3. Processes/enter payments of fine and cost, judgements, orders, liens, and monitor delinquent accounts etc.

E. Maintain Court Records

1. Perform records management duties to ensure statutory timelines are met for all cases.
2. Maintain/monitor case deadlines and file court documents in paper and electronic formats
3. Create and maintain related computer records.

F. Other Duties as Assigned

MINIMUM QUALIFICATIONS:

- A. High school diploma/GED required.
- B. Minimum of four (4) years' experience with customer service in an office setting.
- C. Experience with SMC system A MUST.
- D. Needs to be experienced with Microsoft Office applications and possess excellent organizational and communication skills.

KNOWLEDGE, SKILLS, AND ABILITIES:

Refer to Job Description guide for list of KSAs.

Apply Today:

Submit your résumé to dcampbell@cityofnormandy.gov

Application Deadline:

Applications will be reviewed on a rolling basis until the position is filled.