

Court Clerk
Ladue Municipal Court

JOB SUMMARY

This position is responsible for the daily operations of the Municipal Court and reports to the City Clerk.

MAJOR DUTIES

- Coordinates monthly court dockets and trial dockets.
- Serves as liaison to judge, prosecutor, and police department.
- Posts and balances court payments daily.
- Process, record and deposit bond money daily.
- Open, sort and process all mail.
- File cases from police department into court software.
- Create case files for each violation.
- Maintain court case files.
- Answer telephone and greet visitors; provide information and assistance.
- Process warrants.
- Review reports and citations for accuracy and completeness.
- Process requests for certified copies.
- Prepare courtroom for evening court sessions.
- Prepare monthly court reports to city.
- Monitor probation cases.
- Review and process probation violation reports.
- Performs related duties.
- Assist city hall when needed.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of court policies and procedures.
- Knowledge of record management principles.
- Knowledge of modern office principles and practices.
- Knowledge of computers and job related software programs.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in the preparation of clear and precise administrative reports.
- Skill in oral and written communication.

GUIDELINES

Including but not limited to the Municipal Court Clerk Manual. These guidelines are generally clear and specific, but may require some interpretation and application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related clerical duties. Frequent interruptions and the variety of tasks contribute to the complexity of this position.
- The purpose of this position is to administer the daily operations of the Municipal Court. Success in this position contributes to the success of the court operation.

PHYSICAL DEMANDS/WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, walking, bending, crouching, or stooping. The employee occasionally lifts light objects.
- The work is typically performed in an office or courtroom.

MINIMUM QUALIFICATIONS

- Possession of or ability to readily obtain Certification of Court Administration issued by the Missouri Association of Court Administration (MACA).
- Experience sufficient to thoroughly understand diverse objectives and functions of the Municipal Court, State Court, and Mental Health Court.
- REJIS/IMDS certification preferred.
- Ability to be bonded.
- Must pass background check and drug test.

Salary range \$42,000 to \$58,800, with starting salary depending on qualifications and experience and an excellent benefit package.

To apply, submit resume to the City Clerk at lrider@cityofladue-mo.gov. Closing date for submission is February 11, 2016.