

# JOB POSTING

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## **46<sup>th</sup> Judicial Circuit**

### **Taney County**

#### **Court Clerk II**

**This position will remain posted until May 01, 2017, 5:00 p.m.**

#### **Salary Range:**

Probationary pay of \$25,536.00 annually

\$25,908.00 annually following successful completion of six month probationary period

#### **Duties:**

Work involves responsibility for a specific area of court case processing or for performing a variety of technical clerical functions which requires the application of independent judgment and the interpretation of statutes, policies and regulations.

**Examples of Work Performed:** (Any one position may not include all of the duties listed, nor do the examples cover all the duties which may be performed.)

Performs technical court clerical work in the filing, processing, and disposition of probate, small claims, criminal, civil, and juvenile cases.

Reviews legal documents for completeness, adequacy and accuracy; determines processing required and takes necessary action in accordance with court rules or refers difficult matters to supervisors.

Determines proper routing of complaints, petitions, application for letters and other filings; notifies parties.

Receives and records all fees and other receipts, including child support payments; makes necessary disbursements and prepares required statements and reports.

Assures completeness and accuracy of records leaving the court jurisdiction pursuant to change of venue, outgoing reciprocals, appeal or certification.

Enters minutes of court proceedings, operates electronic sound recording equipment, and other courtroom related duties.

Prepares juror lists and performs related work involving summons, appearance and payment of jurors.

Prepares and types judgments, executions, attachments or levy forms, bonds, warrants, petitions and affidavits and reviews same for accuracy.

Assists in scheduling trials, hearings, continuances and other matters.

Answers inquiries and furnishes information by reviewing court records.

***The 46<sup>th</sup> Judicial Circuit is an Equal Opportunity Employer.***

***In compliance with the Americans with Disabilities Act, the court will provide reasonable accommodations to qualified individuals with disabilities***

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Performs related work as required.

**Knowledge, Skills and Abilities:** (This job description does not include specific physical requirements necessary to perform the job, such as, carrying, standing, and/or lifting. Such requirements vary from position to position and may be determined by the appointing authority)

Knowledge of court procedures and policies, legal documents, laws and legal factors pertaining to the court.

Knowledge of organization operations, functions and scope of authority of the court or activity to which assigned.

Knowledge of modern office practices and procedures.

Ability to understand and follow oral and written instructions.

Ability to make work decisions in accordance with laws, regulations and departmental policies and procedures.

Ability to maintain a variety of complex records and prepare reports from such records.

Ability to establish and maintain effective working relationships with others.

Skill in the operation of standard office equipment.

**Required Minimum Education and Experience:** Graduation from high school and two years general clerical experience.

**Additional Information:** This position is regulated by Missouri State Court Classification of Court Clerk II and all applicable state benefits will apply.

**How to Apply:**

Qualified candidates shall submit a cover letter and resume to:

Beth Wyman, Circuit Clerk

P O Box 129

Forsyth, Mo 65653

Or by e-mail to: [Beth.Wyman@courts.mo.gov](mailto:Beth.Wyman@courts.mo.gov)

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