

**46th Judicial Circuit
Taney County**

Job Title:
Court Clerk

Salary Range: \$27,768.00 Annually

Definition of Work:

Work involves responsibility for court case processing or for performing a variety of clerical functions which may require the application of state statutes and state and local policies and regulations.

Supervision Received:

An employee in this position will receive day-to-day supervision from a circuit clerk, chief deputy circuit clerk or clerk supervisor.

Supervision Exercised:

None.

Examples of Work Performed:

- Performs 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.
- Performs related work as required.

Knowledge, Skills and Abilities:

- Basic knowledge of court procedures and policies, legal documents, laws and legal factors pertaining to the court.
- Basic knowledge of organization operations, functions and scope of authority of the court or activity to which assigned.
- Advanced 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 Clerks and all applicable state benefits will apply.

How to apply: Qualified candidates shall submit a cover letter and resume to:

Amy Strahan, Circuit Clerk

P O Box 129

Forsyth, MO 65653

Or by email to: Amy.Strahan@courts.mo.gov

Closing Date: January 23, 2019, 5:00 p.m.
