



**JOB POSTING
COURT CLERK
MISSOURI COURTS**

APPLICATIONS WILL BE ACCEPTED UNTIL THE POSITION IS FILLED

POST LD: 2667

ORGANIZATION: CIRCUIT COURTS-TANEY COUNTY

LOCATION: FORSYTH

BASIC FUNCTIONS AND RESPONSIBILITIES

The Court Clerk position is advanced work using an electronic filing system in a court within the Missouri State Court System. Work involves responsibility for court case processing which may require the application of independent judgment and the application of statutes, policies and regulations, with minimal supervision. Work requires frequent interaction with the public providing exceptional customer service. Work may also involve financial record keeping within an automated case management system, providing direct support for a circuit judge or associate circuit judge providing a full range of responsibilities within the division's jurisdiction.

CHARACTERISTIC DUTIES (The following duties are representative of this position, not comprehensive.)

- Performs case processing in receiving and initiating case files
- Performs technical duties such as reviewing judgments, preparing warrants, summonses, garnishments and executions, bond settings, and docket control
- Reviews legal documents for necessary information required for filing
- Determines processing required and takes necessary action in accordance with court rules requiring a detailed knowledge of applicable terminology, rules and procedures
- Performs accounting duties in receiving and disbursing monies, reconciles financial accounts, and prepares daily and monthly financial reports
- Provides information and customer assistance in person, via telephone, email or other mediums (without giving legal advice) (i.e., prose litigants, attorneys, reporters, law enforcement, other judicial agencies, co-workers, supervisors and judges)
- Prepares a variety of documents related to court operations including court orders, court calendars, notices of hearings, court appearances or reports
- Coordinates the flow of documents necessary for court assignments
- Properly queues electronically filed proceedings for processing
- Serves in the courtroom, swears in litigants and witnesses, operates electronic sound recording equipment, makes docket entries to reflect case progress, and performs other courtroom-related duties Prepares juror lists and performs related work involving summonses, appearances, and payments of jurors using an automated jury management system
- Contacts attorneys and other court personnel to resolve technical discrepancies with court filings
- Assist with on-the-job training for new staff
- Enters orders, court dates, pleadings and other court matters
- Creates and processes copies of official legal documents
- Interacts with the public in a timely and courteous manner

KNOWLEDGE, SKILLS AND ABILITIES

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

- 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
- Ability to work independently and manage time effectively while handling a high-volume workload in an environment subject to frequently changing priorities and high stress
- Ability to exercise good judgment and make independent decisions in accordance with general policy and objectives
- Ability to maintain a variety of complex records and prepare reports from an automated system
- Ability to establish and maintain effective working relationships with internal and external stakeholders
- Ability to communicate clearly and concisely, verbally and in writing, in a tactful and courteous manner with diverse parties
- Ability to work with a minimum of supervision and follow oral and written instructions
- Requires strong time management and organization skills with the ability to be detail oriented

MINIMUM QUALIFICATIONS

(Equivalent combination of relevant education and experience may be substituted on a year for year basis provided a high school diploma or GED has been obtained)

- Associate's Degree in a related field or at least 60 semester hours from an institution of higher learning and one year of varied administrative experience performing a wide range of technical office duties

HOW DO I APPLY

Individuals, including current judicial employees, interested in this position must register to complete a profile and submit an application prior to the application deadline, if applicable. Applicants with the necessary educational qualifications must also upload a copy of their college transcript(s) to the online application system. Individuals who have previously completed a profile and wish to be considered for this position must login to their profile and submit an application prior to the application deadline, if applicable. For more information, visit the Missouri Courts Careers web page: <https://www.courts.mo.gov/careers>

CONTACT INFORMATION

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The Office of State Courts Administrator is an Equal Opportunity Employer

and has a strong commitment to diversity in all its forms.
We are particularly interested in receiving applications from
a broad spectrum of qualified people who would assist us in
demonstrating our essential values of excellence, integrity,
justice, stewardship, teamwork and partnership.

SALARY: \$27,768.00

STATUS: Full time, 40 hours per week

Posted: _____ Initials: _____