**Court Clerk**

A position with the Missouri Judiciary provides you the opportunity to work with a variety of exceptional, hardworking people and to gain a valuable and rewarding career. It takes many types of talent to advance the mission of the Missouri Judiciary and to keep operations running smoothly. Our positions offer competitive benefit programs, and the ability to work with people in your community.

We are recruiting to fill a Court Clerk State Paid position which is an entry level position in a court within the Missouri State Court System, which utilizes an electronic filing system.  Work initially is under close supervision while learning general office knowledge and specific court policies and procedures.  Work involves responsibility for court case processing which may require the application of independent judgment and the application of statutes, policies, and regulations. 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 an Associate Circuit Judge providing a full range of responsibilities within the division's jurisdiction.

**General Duties:**

Perform technical clerical work in the **Criminal/Traffic Division** which will include the following: utilize a personal computer to access the automated judicial information system (JIS) and retrieve documents and filings from the eFiling queue; making copies of the Judgements and Sentences and sending the paperwork to the proper facilities; answering inquiries and furnishing information to attorneys, court personnel and the general public in person and by telephone; and performing other duties as assigned.

***Other key responsibilities include:*** *(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, summons, 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., pro se 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; and properly queues electronically filed proceedings for processing
* Frequent and ongoing sitting and listening during court proceedings;
* Regular use of a computer terminal to conduct a variety Courtroom Clerk functions and communications;
* Periodic, regular, and/or occasional contact with employees in other court divisions, government agencies, the public, and/or vendors with the ability to converse and respond appropriately to inquiries and requests;
* Periodic to regular lifting, walking and carrying of files, documents, and other court related materials;
* Maintain sensitive and confidential information and documents according to statutory protocol and procedure.

PHYSICAL DEMANDS

Strength, dexterity, coordination, and/or ability to use a computer keyboard and read a video display terminal on a regular basis;

Ability to listen to verbal requests from the public and court staff, then respond appropriately;

Dexterity and coordination to handle files and single pieces of paper; occasional lifting of objects weighing up to 10 lbs. such as: files, stacks of paper, reference books, and other materials;

Frequent need to reach for items above and below desk level, sometimes with the assistance of a ladder or step-stool;

Sitting for long periods of time is often required.

***Desired skills and knowledge:*** *(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
* Use a variety of computer programs and type with speed and accuracy;
* Professionally represent the court as a liaison to attorneys, clients, and the public in general

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

**EMPLOYEES MAY BE EXPOSED TO:**Evidence and testimony that may be disturbing, such as photographs of violent scenes and victims and or sexually explicit material; evidence that may include syringes, drugs, weapons and blood; the public who may potentially be verbally or physically abusive, allergens, such as perfumes and dust; and unpleasant odors, such as unwashed clothing or chemicals offered into evidence.

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

Please submit resumes to the Circuit Clerks office by April 24, 2025.

1 Court Circle, Ste 8

Camdenton, MO 65020