

City of Bellefontaine Neighbors

Municipal Court Division

21st Judicial Circuit

The Municipal Division of the City of Bellefontaine Neighbors is accepting applications for Primary Court Clerk. This position serves the Municipal Court of the City of Bellefontaine Neighbors with all the duties imposed or granted by law and/or ordinance, and ensures that all state and municipal laws and operating standards are being adhered to while remaining unbiased towards all.

POSITION TITLE: Primary Court Clerk

HIRING PAY RANGE: \$34,290.37-\$40,980.17

SUPERVISOR: Municipal Judge

FLSA Status: Non-Exempt

Job Summary:

Responsible for the efficient operation of the Municipal Court. To serve as Court Clerk to the Municipal Division and cooperate and comply with all orders and directives of the Municipal Judge.

Essential Duties and Responsibilities include the following:

- Receives and processes all inquiries regarding municipal court operations and procedures
- Prepares court dockets for court sessions
- Attends all day court sessions, with one-night court session a month
- Maintains court documents and court records
- Receives fines, keeps records, and approves the disbursement of appropriate amounts to the State of Missouri
- Responsible for court correspondence and orders
- Create and maintain files
- Knowledge of Traffic Violations Bureau fines
- Knowledge of mandatory appearances
- Knowledge of types of disposition
- Complete knowledge of Municipal Operating Standards
- Maintains office when Municipal Judge is not in the office
- Be able to work full time
- Set up courtroom for court docket
- Move files to and from storage in preparation for Order of Destruction
- Retrieve court file(s) from storage
- Assists the Municipal Judge in court as directed by Judge
- Other duties as assigned by Municipal Judge

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Court Clerk must exhibit ability to take direction from Municipal Judge and have a pleasant disposition in serving all members of the public. The requirements listed below are representative of the knowledge, skill and/or ability

required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education, Certification and/or Experience

Associates degree in a closely related field preferred or at least one-year work experience in judicial work, records management or related field preferred. Clerk must be willing to work towards gaining his/her Certification as a Court Administrator through the Missouri Association of Court Administration.(MACA)

Technical Qualifications

Knowledge of computers, Microsoft Word, Microsoft Excel and other standard office software. Knowledge of JIS/Show-Me-Courts systems necessary. Must be skilled in dealing with the public. Must be familiar with modern office procedures and able to work independently with little or no supervision. Knowledge of bookkeeping desirable.

Language Skills

Ability to read and comprehend instructions, correspondence, and memos. Ability to write correspondences or orders. Ability to effectively present information in one-on-one and small group situations to the public, other outside contacts and fellow employees.

Physical Demands

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit and use hands to finger, handle or feel objects or controls. The employee is occasionally required to stand; walk; reach with hands and arms; balance; and stoop, kneel or crouch. The employee may occasionally lift and/or move up to 20 pounds. Must have visual acuity to work independently and consistently with legal and financial data.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be able to work 8 hours a day, 40 hours a week.

To apply:

For consideration, submit resume and application(s) to Judge Judy Draper at judy.draper@courts.mo.gov
Questions can be addressed to Judge Draper at 314-867-0076.

Application and job description can be downloaded from the City's website at www.cityofbn.com, or can be obtained from the City of Bellefontaine Neighbors City Hall 9641 Bellefontaine Road, Bellefontaine Neighbors, MO 63137. Ask for Fran Stevens.