



Invites applications for the position of:

MUNICIPAL COURT CLERK

OPENING DATE: 10/05/2018

CLOSING DATE: Open until filled

DESCRIPTION:

The City of Richmond is accepting applications for an experienced Municipal Court Clerk. The incumbent will perform varied and complex administrative work to ensure the successful and efficient operation of the Ray County Circuit Court, Richmond Municipal Division. This is a full-time position, Monday – Friday plus once monthly court night. Position reports to the City Administrator.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Oversees and participate in the activities of the Municipal Court administrative office, which includes preparing applicable reports, collaborating with judge, attorneys and applicable agencies and departments regarding Municipal Court functions; drafting court orders for the Judge’s approval and signature in accordance with court rules. Prepares for and participates in court night activities, including reviewing and updating docket files, entering and processing docket, filing motions, processing orders, filing closed cases, notifying appropriate agencies of outcomes and other related activities. The Court Clerk provides comprehensive customer service to defendants, attorneys, public safety officers and the public, including delivery of accurate, prompt and courteous assistance on policies, guidelines, judicial rulings, and standard practices, both verbally and in writing. Opens, processes, updates and organizes case files regarding citations, general ordinances, and parking violations, including generating and sending out court-related notifications, entering judgements/dismissal/continuances, reporting convictions to the appropriate agencies, preparing files for transfer, generating forms and other related activities as well as maintaining files upon completion. Provides, issues and processes miscellaneous court paperwork, which may include warrants, summons, bonds and other applicable items. Oversees and participates in the collection and disbursement of funds paid to the court. Develops, monitors and maintains budget and financial plans for the Municipal Division Court. Assists with special projects and performs other duties as assigned.

Qualifications:

Successful applicant must have a High School diploma; three years of increasingly responsible experience in a court, legal or related setting. CCA preferred. Thorough knowledge of Municipal Court rules, applicable laws, policies and procedures, legal terminology and forms used in court operations. Proficiency in grammar, spelling, punctuation, and simple mathematics is required. Shall possess interpersonal skills necessary to develop and maintain effective and appropriate working relationships with customers, co-workers, and representatives of other agencies. Ability to maintain the confidentiality of information and professional boundaries. Background check and post-offer drug test is required.

Compensation and Benefits:

Starting salary range \$33,009.60 - \$40,227.20 DOQ, plus benefits. Benefits package includes paid holidays, vacation and sick leave, MO LAGERS retirement, life, health, dental, and vision insurance.

Application Process:

Must submit City of Richmond "Application for Employment", with cover letter and resume for consideration. Your application must include all relevant education and experience you possess, including at least the past four employers, and at least three references who are not relatives or past/present supervisors. Applications may be rejected if incomplete.

Applications available at Richmond City Hall, 205 Summit, Richmond MO 64085, phone 816-776-5304, or city website: www.cityofrichmondmo.org. Applications may be submitted electronically to swilliams@cityofrichmondmo.org.