**CITY OF OLIVETTE**

**JOB OPENING**

**PART-TIME ASSISTANT COURT CLERK**

**SALARY:** $17 per hour

**LOCATION:** Olivette Municipal Court, 1140 Dielman Road, Olivette, MO 63132

**CLASSIFICATION:** Part-time

**SCHEDULE:** 20 - 25 hours per week, including bi-monthly evening court dates, where attendance is required.

**PURPOSE:** This position provides customer service by responding to inquiries for information on court processes and provides courtroom and clerical assistance.

**KEY RESPONSIBILITIES:**

* Assists in preparing court dockets and maintains court files.
* Answers telephone and assists customers at the window, provides information and assistance concerning payments, warrants, tickets and court dates.
* Receipts, deposits and accounts for monies for fines, forfeitures and other court receipts.
* Constructs new case files, files and retrieves documents as necessary.
* Performs data entry for each case and accurately records actions on court records.
* Updates new court dates for payment and appearance, issues warrants for non-appearance, mails summons as required by law.

**QUALIFICATIONS:**

* Must be at least 21 years of age.
* Minimum two (2) years previous office experience in a customer service environment, experience in a court setting, law office, or police experience preferred.
* Ability to handle stressful situations and work with interruptions.
* Must have excellent data entry skills. Knowledge of REJIS/IMDS or Show Me Courts case management system desired.
* Ability to present ideas clearly and concisely with verbal and written communication skills.
* High school diploma or GED equivalent required, Associates Degree preferred.
* Must pass a background check and drug test.

**PHYSICAL REQUIREMENTS:**

* Frequent sitting, standing and occasional walking.
* Occasional lifting and carrying large objects weighing more than 20 pounds.
* Requires continuous hand and finger movement.

**DEADLINE:** Position Will Remain Open Until Filled

**THE CITY OF OLIVETTE IS AN EQUAL OPPORTUNITY EMPLOYER**