

Find City Jobs

Court Clerk-Part Time

Type: Part Time
Salary/Pay Rate: \$23.04
Posted Date: 08/03/2026

Are you looking for a fulfilling part time opportunity that provides flexibility and an excellent working environment? This just might be your opportunity! Apply NOW! [Court Clerk-Part Time](#)

The Municipal Court Clerk for the City of Raymore performs a variety of specialized clerical duties in support of the Municipal Court including records management, retrieval and data entry, processes paperwork, assists violators and/or their representatives and collects fines for traffic violations and complaints; assists the public by answering questions over the phone or in person about court dates, court proceedings and policies and fine schedules; performs other related duties as necessary.

Qualifications:

- High school diploma or GED
- Two (2) year(s) of experience in clerical, or paralegal work; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.
- Must be able to type at least 45 wpm.
- Pass a pre-employment drug test, background check, and prove US citizenship.
- Working knowledge of Show-Me-Courts preferred.
- Applicants must be available to work 2 evening hours a month.

Responsibilities:

Processes various court-related documentation; assists in preparing, receiving, and processing subpoenas, court judgments, hearings, continuances, bench and probation warrants; enters information pertaining to the same into computer database; receives and date stamps court related and/or legal documents such as, traffic tickets and docket reports; reviews, verifies, records and files required information.

Enters citations, tickets and other information into department databases; updates database information; creates new spreadsheets/files; purges old data as appropriate; makes copies and distributes to appropriate parties; maintains copies in department manual files.

Records disposition of cases, including transfers; prepares and posts court dockets; assigns court date for warrant cases; coordinates scheduling of court docket and prepares court dockets; maintains arraignment and court calendars; maintains all related files and documentation as required by local, state and federal law.

Maintains departmental file system: compiles documentation; prepares and sets up files, sorts/organizes documents, and files documents in designated order; retrieves/replaces files; shreds/destroys confidential or obsolete documents; conducts records maintenance activities in compliance with guidelines governing record retention.

Performs customer service functions: provides information/assistance regarding court proceedings, procedures, documentation, fees, case status/disposition, or other issues; distributes forms and documentation; responds to routine questions or complaints; researches problems/complaints and initiates problem resolution.

Collects, receipts, and refunds payments of fees, fines, bonds, or other fees/services: calculates appropriate fees, records transactions, and issues receipts; prepares bank deposits and forwards as appropriate; completes daily financial reports;

Checks information for accuracy; posts and amends payments and dispositions in computer database; forwards refund requests to Finance Department; distribute refund checks as requested; document and file as appropriate.

Processes fingerprint cards; reviews dockets for cases requiring fingerprinting; prepares fingerprinting orders; receives fingerprint cards; enters fingerprint information into database and case file; records and submits dispositions; maintains all related documentation.

Monitors defendants placed on probation; receives and records completion of court ordered educational activities; monitors probationers for non-compliance issues; sets court hearings for violations; print and mail violation summonses; maintains all related documentation.

Prepares or completes various forms, reports, correspondence, failure to appear letters, suspension warnings and notices, hearing notices, certified copies of bonds, warrants, court dockets, subpoenas list, probation violation notices, fingerprint cards, warrant recalls or other documents.

Receives various forms, reports, correspondence, fingerprint cards, citations and bonds, completion certificates, entry of appearances, plea agreements, motions, warrants, court orders, laws, ordinances, policies, procedures, manuals, directories, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Knowledge, Skills, and Other Characteristics:

- Knowledge of minimum accounting principles.
- Knowledge of the principles, practices and methods of court recordkeeping and case preparation.
- Knowledge of materials and equipment used in court record keeping, including dockets, case files and warrants.
- Skill in records management, scheduling and bookkeeping for a municipal court.

- Skill in preparing dockets for all court proceedings, including arraignments, trials, pre-trial conferences and hearings.
- Skill in preparing, indexing, and maintaining all court records and reports.
- Skill in collecting and posting payments, issuing receipts.
- Skill in communicating effectively, orally and in writing.
- Skill in establishing and maintaining effective working relationships with City employees, other agencies and the general public.
- Ability to maintain and protect confidentiality of information.
- Working knowledge of Show-Me-Courts.
- Working knowledge of Google applications.

The ideal candidate should be skilled in completing assignments accurately and with attention to detail. Must be able to communicate effectively both orally and in writing, review work for accuracy, maintain a positive attitude and work effectively in a team-oriented environment, and be adaptable to change.

Position requires up to 25 hours per week. Hours in the office are generally from 10:00am-3:00pm. Position is located at Raymore City Hall 100 Municipal Circle Raymore, MO. 64083

Selection Process

Based on the qualifications described in the application materials that you submit, the best candidates for the position will be identified, and only those candidates will continue on in the selection process. EOE
No phone calls please. Selected candidates will be called within 5-10 business days after the position closes.

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