



PROSECUTOR'S OFFICE ASSISTANT

Applications will close 10/15/2026

Job Summary

The City of St. Peters is seeking a detail-oriented and dependable professional to provide administrative and clerical support to the Prosecutor's Office. This position assists with the processing and management of traffic and ordinance violation cases, prepares court documents and records, supports Prosecuting Attorneys during court proceedings, and communicates with attorneys, defendants, law enforcement officers, and victims. The position requires strong organization, accuracy, confidentiality, and the ability to manage multiple priorities in a fast-paced environment.

Normal Shift: Monday-Friday, approximately 28 hours per week, with varied start and end times between 8:30 a.m. and 5:00 p.m.

Key Responsibilities

- Provide administrative and clerical support for the daily operations of the Prosecutor's Office.
- Enter and process traffic and ordinance violation tickets and maintain accurate case records.
- Prepare subpoenas, court documents, case files, and materials for court dockets.
- Maintain prosecutorial case files and department records in accordance with retention requirements.
- Research and review criminal history and driving records using REJIS, MULES, and DWITS as needed.
- Prepare and process information for attorneys, including entries of appearance.
- Receive and process discovery requests and prepare recommendations for Prosecutor approval.
- Make recommendations on minor traffic cases as authorized by the Prosecutor.
- Communicate with law enforcement officers, defense attorneys, defendants, and other parties as needed.
- Attend day and evening court sessions to provide administrative assistance to Prosecuting Attorneys.
- Communicate with victims regarding court dates, questions, and restitution information.
- Handle confidential and sensitive information with appropriate discretion.
- Maintain accurate records while managing multiple tasks and deadlines.
- Follow established City safety standards and procedures.
- Perform other duties as assigned.

Minimum Requirements

- Must be a U.S. citizen or lawfully authorized alien worker.
- High school graduate or GED Certificate and two (2) years of applicable experience, or an equivalent combination of education and experience.
- Typing proficiency of 40 correct words per minute.
- Knowledge of filing systems and general office procedures.
- Must be certified in criminal justice databases or obtain certification within 90 days of employment, including MULES and REJIS.



Why Join Us

The City of St. Peters is committed to providing exceptional services to our residents while fostering a collaborative and supportive work environment. This position offers the opportunity to play an important role in the City's legal and court processes while developing valuable experience in municipal government and legal administration. Employees enjoy competitive benefits, opportunities for professional growth and advancement, and the satisfaction of supporting services that directly impact the community.

All candidates for this position will be subject to a comprehensive background check and drug screening. Employment is contingent upon successful completion of these checks. The City is committed to maintaining a safe and drug-free work environment and requires all employees to adhere to these standards.