

**CITY OF EUREKA
JOB DESCRIPTION
Municipal Court Clerk**

FLSA STATUS: Non-Exempt **REPORTS TO:** City Administrator
DEPARTMENT: Municipal Court **JOB LEVEL:** Full-time

GENERAL PURPOSE

The Municipal Court Clerk is responsible for assisting in day-to-day administrative operations of the City's Municipal Court. This role ensures compliance with court procedures and deadlines, maintains accurate and confidential records, prepares dockets and files, receives and provides receipt of payments and interacts with the public.

SUPERVISION RECEIVED

Works under the general supervision of the City Administrator and under the Municipal Judge for court operational duties.

SUPERVISION EXERCISED

None.

PRIMARY DUTIES AND RESPONSIBILITIES

The following are duties normal for this position and are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Assists in all daily operations of the Municipal Court.
2. Acts as Violations Bureau Clerk by assisting all walk-in customers.
3. Receive, separate and process court mail.
4. Answers incoming phone calls.
5. Provides information and assistance to the public regarding payments, warrants, tickets, bonds, court dates, court rules and court files without giving legal advice.
6. Processes and provides receipt of payments for fines, costs and bonds.
7. Responds to public inquiries related to court matters and provides courteous customer service in person, by phone and via email.
8. Handles correspondence for the court with City, State, judges, prosecutor, attorneys, Police Department and the public.
9. Processes traffic tickets in case management software and creates case files.
10. Processes electronic filings from attorneys.
11. Schedules and reschedules hearings as directed by the Municipal Judge.
12. Processes served warrants and warrants recalled as ordered by the Municipal Judge.
13. Attends Municipal Court sessions and processes paperwork and payments at court window or in the courtroom as needed.
14. Assists in the preparation of court dockets and processes files for court.
15. Prepares notices, summons and warrants issued by the Municipal Judge.
16. Scan and file all paperwork, pleadings, motions and documents into electronic case management system and/or electronic file storage system.

17. Provides financial data support, including generating reports, assisting with bank reconciliations and budget preparation.
18. Assists in the preparation of reports for local and State agencies.
19. Provides and certifies documents for records request in accordance with COR 2 and the Missouri Sunshine Law.
20. Separate, scan and file all closed files per the record retention schedule in COR 8.
21. Performs all other court related duties as assigned.

ADDITIONAL DUTIES AND RESPONSIBILITIES

Performs related duties as assigned.

PREFERRED QUALIFICATIONS

1. High School Diploma or GED.
2. Prior court, law office or Police Department experience.
3. Knowledge or use of Show-Me Courts and REJIS IMDS Plus.

DESIRED SKILLS

1. Knowledge of court procedures, legal terminology and records management.
2. Proficiency in Microsoft Office Suite (Word, Excel, Outlook).
3. Strong attention to detail and ability to manage confidential information.
4. Excellent communication and interpersonal skills.
5. Commitment to professionalism, integrity and public service.

PHYSICAL DEMANDS

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. While performing the duties of this job, the employee works primarily in an office with bi-monthly evening court sessions. The employee will have prolonged periods of sitting, standing and computer use. The ability to perform general office duties requiring repetitive motion is required. The employee must occasionally lift and/or move up to twenty-five (25) pounds.

Disclaimer: This job description is not intended to be all-inclusive; an employee will also perform other reasonably related job responsibilities as assigned by immediate supervisor and other management as required. The City reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment. Management reserves the right to change job descriptions, job duties, functions and requirements.

Acknowledged by _____
Employee

Date