



# CITY OF SEDALIA, MISSOURI

## Job Description

<b>Job Title:</b>	COURT CLERK / SENIOR COURT CLERK		
Department:	Finance		
Supervisor:	Finance Director		
Date:	February 2012	Position No.	FIN/4
FLSA Status:	Non-Exempt	Random Substance Testing:	N

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### Job Summary:

This position is responsible for collecting fines and maintaining court records for the Sedalia Municipal Court. An incumbent in this position may be designated Senior Court Clerk.

### Job Scope:

The purpose of this position is to maintain court dockets and records for the Sedalia Municipal Court. Successful performance helps ensure the efficient operation of the court.

### Essential Duties and Responsibilities:

1. Prepares dockets; gathers case files and documents for court sessions.
2. Prepares tickets, summonses, and arrest warrants.
3. Records case dispositions.
4. Assist prosecutor.
5. Collects monies for court fines and citations; issues receipts.
6. Balances cash drawer; posts payments; prepares bank deposits.
7. Writes codes on traffic tickets; enters data from tickets and complaint forms into computer.
8. Files docket sheets and court paperwork.
9. Answers questions pertaining to court procedures and fines.
10. Prepares the court workbook: prints docket, highlights defendant names and cash bond amount, matches paperwork to workbook entries, and records pertinent information.
11. Assists Judge during court sessions: collects fines, prepares payment agreements, retrieves files and papers, and prepares letters of incarceration.
12. Performs general clerical duties.

13. Maintains and balances the bond account.
14. Prepares monthly cash receipts report.
15. Accepts restitution payments; records and disburses payments via certified mail.
16. Conducts background checks for government agencies and for military.
17. Processes mail.
18. Senior Court Clerk supervises court office operations.
19. Performs other related duties as assigned.

**The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar or related to the position.**

**Minimum Qualifications:**

1. High School diploma or GED
2. 2 years computer experience preferred
3. Ability to be bonded
4. Missouri driver's license

**Necessary Knowledge, Skills, and Abilities:**

1. Knowledge of basic accounting and mathematics.
2. Knowledge of court procedures.
3. Skill in maintaining files and records.
4. Skill in operating standard office equipment.
5. Skill in operating a computer and various software programs.
6. Skill in data entry.
7. Skill in dealing with the public.
8. Skill in oral and written communication.

**Guidelines:**

1. City codes and ordinances, state laws and regulations.
2. Rules set by the Judge.
3. Guidelines require judgment, selection, and interpretation in application.

**Complexity:**

The work consists of varied duties related to maintaining court dockets and records for the Sedalia Municipal Court. The number of guidelines and steps to be followed contributes to the complexity of the work.

**Principal Working Relationships:**

1. Co-workers, law enforcement officers, judges, lawyers, defendants, Police Department personnel, probation officers, military agencies, and the general public, other city employees.

**Purpose of Contacts:**

Contacts are typically to give or exchange information, provide services, resolve problems, motivate or influence persons, and clarify, justify, defend, negotiate, or settle matters.

**Supervisory and Management Responsibility:**

None.

**Physical Demands:**

**The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

The work is typically performed while sitting at a desk or table with intermittent standing or stooping. Some reaching and bending may be required. The employee occasionally lifts light and heavy objects, and may be required to distinguish between shades of color.

**Work Environment:**

The work is mostly sedentary and typically is performed in an office. Work may involve prolonged use of the telephone and personal computer.