

Description**Rate: \$24.15 hourly****Status: Full-time****Full benefits package includes:** MO Lagers Pension, medical, dental, life insurance, long-term disability and various voluntary benefit plans**General Purpose of Position**

The primary function of the Deputy Court Clerk position is to support the Court Administrator in managing the functions and staff assigned to the Municipal Court for the City of Florissant and serves as a lead worker for the Assistant Court Clerks.

Major Duties and Responsibilities

- These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.
- Attends all court sessions and actively participates in the courtroom.
- Supervises municipal court in the Court Administrator's absence.
- Assists in training personnel.
- Manages the payment plans and sends show cause orders when the defendant fails to make payments on time.
- Manages the collection cases and processing of payments received from the collection agency.
- Tracks the number of cases on each docket and changes the court date when necessary.
- Balances the monthly bond account
- Assists with the clearing of each docket.
- Serves at all Court positions, cross training in every role and filling in as appropriate
- Other duties as assigned.

Requirements**Education and Experience**

- The person in this position must have a high school diploma or its equivalent with specialized course work in office practices such as typing and filing, and two years prior work experience in clerical, secretarial, paralegal or administrative work, or any equivalent combination of education and experience.
- Ability to effectively meet and deal with the public; ability to communicate effectively verbally and in writing; ability to handle stressful situations is vital for this position.
- REJIS/IMDS experience
- Show Me Courts experience
- Certification through the Missouri Association for Court Administration

Licenses and Certifications

A valid driver's license is required