**City of Raytown**
**10000 East 59th Street**
**Raytown, MO 64133-3993**
**Phone: 816-737-6006 Fax: 816-737-6097**

# Position Announcement

## PART-TIME MUNICIPAL COURT CLERK

Department: Court

Posted: 10-12-26

Salary: $20 per hour

Grade/Status:

Job Description: To participate in the clerical and judicial administrative functions of the Municipal Court; to maintain precise and accurate records, planning, scheduling, and coordination of the Municipal Court; and to collect fines, court costs, and bond monies and maintain bookkeeping records.

Required Knowledge, Skills, and Abilities: Operational characteristics, services, and activities of a Municipal Court and Appeals Court. Principles and practices of records management, including records retention laws. Business English, spelling, and arithmetic. Modern office procedures, methods, and computer equipment. City ordinances. Court terminology, procedures, and rules. Court costs and disbursements. Various types of bonds. Principles and practices of bookkeeping. Pertinent federal, state, and local laws, codes, and regulations.

Essential Functions: Participate in the clerical and judicial administrative activities of the Municipal Court, including assuming responsibility for preparing all court processes and accepting payment of fines; process all cash bond transactions.

2. Inform defendants of their rights and the procedures of the Municipal Court.
3. Schedule cases for hearings and trials according to court policy and prepare docket; notify defendant, witnesses, and attorneys of hearings, trial dates, or postponements; prepare and mail subpoenas and notices to appear.
4. Assist individuals over the phone or in person with court matters; answer questions and provide information.
5. Prepare the month-end reports; perform bailiff duties during court proceedings as needed; prepare and negotiate time pay arrangements with defendants; write checks payable to outside cities for various cases and defendants handled by the Municipal Court; balance all fines and costs collected daily.

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6. Shred cases after the three-year destruction limitation is up; file cases once resolved; and notarize warrants and complaints.
7. Post disposition of cases and run final dockets for the Judge's signature; number, date, and input tickets for court; verify dispositions on defendants for all U.S. armed forces; prepare and print warrants; assist the judge in court proceedings as needed; prepare letters and correspondences for court; prepare warrant files for all warrants, including documenting all warrant information on typed warrant files.
8. Respond to resolve complex and sensitive citizen inquiries and complaints.

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| Special Requirements: | Current driver's license. Ability to pass a drug screen. Possesses the physical fitness level needed to perform essential functions—at least 17 years of age. |
| ADA Requirements: | Physical Requirements:<br>Environmental Requirements:<br>Sensory Requirements: Tasks require sound, depth, texture, visual, and oral perception and discrimination. |
| Qualifications and Training: | Any combination of experience and training that would likely provide the required knowledge and abilities qualifies. A typical way to obtain knowledge and skills would be:<br>One year of responsible clerical experience, preferably in a municipal court setting, is equivalent to completing the twelfth grade. |
| Application Process: | Complete employment application. Can be obtained from and should be returned to: Raytown City Hall, 10000 E 59th St, Raytown, MO 64133, ATTN: HR |
| Closing Date: | Open until filled |

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodation(s), if needed, may be made to empower individuals with disabilities to undertake the essential functions of the position, in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.