

City of **Diamond** Gem City of the Ozarks

Jennifer Howard, Mayor
Amy Burruss, City Clerk
Tiffany Dalglish, City Collector

102 East Market Street
Post Office Box 8
Diamond, Missouri 64840

Phone: 417-325-4220
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Part-Time Court Clerk Opening

Essential Job Functions

The Court Clerk's duties shall include the following:

1. To prepare and maintain the Municipal Court docket;
2. To log and file all tickets, information, complaints, summonses, bonds, bond receipts and reports;
3. To prepare all warrants, REGIS sheets, summonses, bonds, bond forfeitures and notices pertaining to same;
4. To receipt and account for all bonds, fines, costs or other monies paid to the Municipal Court;
5. To deliver monies collected in Court to the City Clerk for deposit into appropriate City accounts;
6. To maintain and respond to all correspondence directed to the Municipal Court;
7. To prepare and forward to the Director of Revenue all records of moving violations as required by law;
8. To report to City Treasurer each month on the amount of Crime Victims' Compensation (CVC) Fund and any other funds collected for distribution to parties or entities other than the City in association with Court proceedings;
9. To serve as the Violations Clerk for the Diamond Municipal Division of the 40th Judicial Circuit Court and receive entries of appearance, waivers of appearance, pleas of guilty and payments of fines and costs in accord with the Laws of the State of Missouri and the Rules of the Circuit Court for Newton County; and
10. To perform such other duties as may be directed by the Judge of the Municipal Division.

Minimum Qualifications

Knowledge of: records management, cash handling procedures.

Skill in: Organization, log accurate reports, communication; customer service and attention to detail, money handling.

Education: High school diploma or GED equivalent required. Accredited college coursework in the court related field is useful but not required.

Experience: Prior court record keeping experience preferred, but not required.

Licenses and Certifications: Must be able to be bonded

Job open until position is filled