

**Job Title:** Court Clerk  
**Department:** Court  
**Reports To:** City Administrator

Position immediately available. **Position pay range - \$15.83/hr to \$23.75. Depending of Qualifications.** Send application, resume and references to the City of De Soto, P.O. Box C, De Soto, Kansas 66018; Attention Mike Brungardt, City Administrator or email [mbrungardt@desotoks.us](mailto:mbrungardt@desotoks.us) Position open until filled.

**Position Summary:** Under the supervision of the City Administrator, this position performs non-exempt work performing intermediate skilled clerical and administrative work in the Office of the Clerk of the Municipal Court; does related work as required. Work is performed under regular intermittent supervision.

**Examples of Work (Essential Functions)** Includes but not limited to:

- Abstracts and sends all major and minor convictions to the Kansas Department of Revenue.
- Answers a broad range of inquiries involving court procedures and policies, and provides information about prosecutors' offers and sentencing guidelines. Serves warrants, requests police officer service, and collects cash bonds; cancels warrants out of system.
- Assists defendants, citizens, and walk-in visitors. Duties involve answering a variety of inquiries regarding scheduled court dates, processing payments in person, by mail, and over the telephone. Grants or denies requests for continuances.
- Closes dockets by updating all records with final disposition, continuation and sentencing.
- Collects guilty plea fines, fees, and cash bonds received.
- Ensures proper completion of citations, and prepares and files motions to amend as indicated.

**Certificate, License:** None.

**Required Education and/or Experience:**

Two to three years related experience and/or training; or Associate's degree; or equivalent combination of education and experience.

**Preferred Education and/or Experience:**

Four to five years related experience and/or training; or a Bachelor's degree from a college or university; or an equivalent combination of education and experience.

**Abilities, Knowledge, Skills:**

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent, and to draw and interpret bar graphs.
- Ability to establish and maintain effective working relationships with court officials, associates, and the general public.
- Ability to handle citizens and stressful situations in a calm manner.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to operate standard office, word processing, and data entry equipment.
- Knowledge of the office methods, procedures and practices of the Office of the Clerk of the Municipal Court.