

- Make suggestions and recommendations regarding additional practices and procedures in municipal divisions that are complementary to minimum operating standards and best practices.
- Develop, organize, and maintain systems for uniform recordkeeping and forms designs.
- Develop and prepare materials for use in local or regional seminars to familiarize court personnel with legal requirements, minimum operating standards and best practices applicable to municipal divisions.
- Research professional literature and attend training to stay current on national trends, best practices, new methods, and procedures pertaining to municipal divisions.
- Coordinate work activity with supervising authority and other municipal division monitor personnel.
- May be required to attend training sessions for municipal clerks provided by the Municipal Clerk Education Committee.

Knowledge, Skills and Abilities:

- Thorough knowledge of the operation of local and state court systems, especially municipal divisions.
- Thorough knowledge of the principles and practices of modern court management.
- Ability to comprehend the general rules and regulations applicable to the municipal divisions, including Supreme Court Rule 37.
- Ability to communicate effectively, orally and in writing.
- Ability to maintain effective working relationships with judges, court personnel, co-workers, and staff from other agencies.
- Ability to travel independently to the municipal divisions to observe and report on their proceedings and practices.
- Sufficient knowledge and experience in clerical procedures and recordkeeping to review audits and evaluate a municipal division's compliance with any recordkeeping and financial requirements and limitations set by state law.

Required Minimum Education and Experience: (The following statement represents the minimum education and experience that will be used to determine qualifications of applicants. Additional experience above the minimum stated may be substituted on a year for year basis for

the required education. Equivalent combination of relevant education and experience may be substituted on a year for year basis.)

Bachelor's Degree in business, public administration, or criminal justice and five years of experience in court related work. Preference will be given to candidates with certification in court administration through the Missouri Association for Court Administration, Missouri State University, the Missouri Court Management Institute, or the National Center for State Courts.