

## Supreme Court of Missouri Classification Description

**Classification Title:** Attorney Enrollment Part-Time Clerk

**Pay Range:** TBD

**Date:** October 2016

**FLSA  
Classification:**

**Revised:**

### **Definition of Work:**

Work requires the performance of activities involved with the maintenance of the official roll of attorneys, collection of professional dues by attorneys licensed in Missouri, issuing certifications on attorneys licensed in the State of Missouri and assisting the clerk with his/her duties as ex-officio treasurer of The Missouri Bar and the Advisory Committee. Work involves knowledge based on the Supreme Court rules and policies. Work is performed under the direction of the director of the Attorney Enrollment Office and is reviewed through audits, personal consultations and observation; however the employee is expected to exercise independent judgment and initiative within the limits of established rules and policies. Excellent organizational skills and extreme accuracy are needed for every aspect of this position.

### **Supervision Received:**

The employee in the position will report to the director of the Attorney Enrollment Office.

### **Supervision Exercised:**

None

### **Examples of Work Performed:**

- Monitor all enrollment fee collection activities for thoroughness, accuracy, and conformity with rules. Report any deficiencies to director for action. Review payments for deposit; batch and deposit fees received from Missouri Bar members. Perform data entry changes in personal information as recorded on the member statement. Review the attorney's dues record against the attorney's membership record for rule compliance. Enter enrollment fees, run journals and check for accuracy and discrepancies before posting. Adjust and modify where needed. Post fees and run updates to reflect the attorney's compliance with Supreme Court of Missouri Rule 6. Reconcile weekly of fees received. Collect and review enrollment fees for compliance with Rule 6. Apply payments to attorneys' records. Evaluate

reports for accuracy in updating status/status changes, category changes & paid thru dates or attorney's membership record.

- Assist the clerk of the Supreme Court with ex-officio treasurer duties for The Missouri Bar and Advisory Committee. Assist in preparing monthly bank reconciliation. Enter all checks issued and complete information from bank statement into monthly spreadsheet. Verify balance and forward completed file to The Missouri Bar and/or Advisory Committee.
- Verify, deposit, and acknowledge fees paid to the chief disciplinary counsel for disciplinary certificates, disciplinary fees, and reinstatement fees associated to Supreme Court of Missouri Rules 5.245, 5.19 (h) and 5.28 (g). Prepare and mail receipt to the chief disciplinary counsel and attorney.
- Update attorney membership status pursuant to court order. Provide information to judges and circuit clerks in regards to attorney suspension and inactive status. Answer questions from the courts and public in regards to an attorney's standing.
- Review, update, and log an attorney's status upon receipt of compliance with Supreme Court of Missouri Rule 15.06-Mandatory Continuing Legal Education requirements, Rule 6.01-annual fee payments and/or Rule 5.245-Missouri tax requirements. Scan and file necessary documentation.
- Provide attorney status support through phone, email, letter, and facsimile correspondence. Provide attorneys with information on Supreme Court of Missouri Rule 6 and licensure under special Rule provisions.
- Prepare and issue receipts for payment of bar dues, pro hac vice fees, reinstatement fees, and disciplinary actions.
- Maintain strict confidentiality with regards to court records when required.
- Performs editing, formatting, printing and storing of information used in the creation of Missouri Approved Instructions.

**Knowledge, Skills and Abilities:**

- Possess thorough knowledge of court proceedings and operation, legal documents, and scope of authority of the Supreme Court.
- Ability to make moderately complex decisions in accordance with applicable rules, judicial policies and procedures.

- Considerable knowledge of the principles, practices and terminology of the licensed profession.
- Ability to explain and apply rules, policies and procedures.
- Ability to plan and organize work activities to achieve established goals and objectives.
- Ability to establish and maintain effective working relationships with judges, court officials, attorneys, professional associations, fellow employees and the public.
- Ability to communicate effectively and to prepare clear and concise correspondence.
- Considerable knowledge of Supreme Court Rules and Missouri statutes that pertain to attorney enrollment.

**Required Minimum Education and Experience:**

- The following statement represents the minimum education and experience which will be used to determine qualifications of applicants, provided equivalent substitution may be considered in the case of deficiencies of either education or experience. Education above the minimum stated may be considered for substitution on a year-for-year basis for the required general experience; experience above the minimum stated may be considered for substitution on a year-for-year basis for the required education.

Graduation from an accredited high school, or GED.