

City of Lawson, MO
103 S. Pennsylvania Ave.
PO Box 185
Lawson, MO 64062



Phone: 816-580-3217
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Job Title: Court Clerk / Administrative Assistant to the City Administrator

Reports To: City Administrator / City Clerk

Department: Administrative

DUTIES AND RESPONSIBILITIES: The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

COURT CLERK:

- Responsible for files, cases, payment processing, dockets, and reporting
- Respond to the public, judges, court officials, and attorneys
- Record retention of payments, appearances, proceedings, warrants, bonds, etc.
- Maintain good relationship with Judge, attorneys, probation, and police department
- Abide by Missouri requirements for Municipal Division Courts
- Develop, monitor, and keep budget and financial plans for the Municipal Division Court

ADMINISTRATIVE ASSISTANT:

- Responsible for greeting and assisting citizens and other individuals visiting City Hall, Public Works, Parks and Recreation
- Provided accurate and clear information to the public and assist outside agencies
- Perform clerical, correspondence, and departmental liaison duties
- Provides backup services to the City Clerk and Assistant City Clerk
- Assists the public at the front desk and by answering the phone calls.
- Assist City Clerk with meetings and document productions from time to time.
- Maintain accurate and orderly files and records for assigned department with retention
- EOP (Emergency Operations Procedure) data consolidation
- Permits, Licenses and Billing as needed
- Public Works work orders
- Ordering – office needs and products for city owned facilities
- Fill in on an 'as needed' basis – staff change, holiday, cross training

- Performs all other duties as assigned
- Community center and Event Center bookings
- Schedule Board of Adjustment and Planning & Zoning meetings - from start to minutes
- General IT for all City departments and Website development & maintenance
- Research and Project Development & Management
- Helps to prepare information for grant applications
- Any other duties prescribed by the City Administrator

MINIMUM QUALIFICATIONS:

Education and Experience:

- High School Degree minimum with at least an Associates Degree preferred
- Court Clerk experience preferred
- Administrative Assistant experience preferred

Necessary Knowledge, Skills and Abilities:

- Knowledgeable on matters referring to basic finances
- Fluent in Microsoft Programs
- Knowledgeable on basic office practices

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position is almost entirely performed indoors in a standard office environment. The temperature is comfortable at nearly all times.

The City of Lawson, Missouri is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Lawson will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Must possess and maintain a valid Missouri driver's license. Applications are available at Lawson City Hall. Please bring your resume and application to City of Lawson, 103 S. Pennsylvania Ave. Lawson, MO 64062, Attn: City Administrator.