



**JOB POSTING
TRAFFIC AND
DISCOVERY
CLERK**

Applications will be accepted until filled. Candidates must be available to work 8:00 a.m.-5:00 p.m., Monday through Friday.

JOB SUMMARY

High volume customer facing position with the Taney County Prosecuting Attorney's office dealing with the processing and preparation of traffic offenses as well as the creation and preparation of discovery on all criminal cases.

ESSENTIAL DUTIES

- Responsible for processing Traffic Tickets for filing into the Court
- Preparation of traffic offer letters, motions to revoke, and dismissals to be filed with the court.
- Responsible for the creation and preparation of discovery for pending criminal cases.
- Involved in heavy phone and in-person contact with victims, defendants and probation and parole officers.
- Entry and scanning of discovery, pleadings and police reports into the PROSECUTORbyKarpel Case Management System.
- Responsible for preparing subpoenas as requested.
- Management and maintenance evidence files and responsible for cataloging old files under State file retention policy.

REQUIREMENTS

- High School Diploma or GED
- Proficiency with Microsoft Windows, Office and Adobe Acrobat Professional
- Working knowledge of legal terms, the criminal justice system, and court system
- Proficient in typing and data entry
- Ability to maintain confidentiality and a high level of customer service.
- Must be able to pass a criminal background check

STARTING PAY: \$10.25

STATUS: Full time

Taney County is a substance free, Equal Employment Opportunity Employer (EEOE). Contact Human Resources at (417)546-7237 for information. Applications can be obtained at the Human Resources Department or online at www.taneycounty.org.

Posted: _____ Initials: _____