

- 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 division courts.
- Research professional literature and attend training to stay current on national trends, best practices, new methods and procedures pertaining to municipal division courts.
- Coordinate work activity with supervising authorities and other municipal division monitor personnel. May supervise other municipal division monitor personnel.

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 division courts, 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 division courts to observe and report on their proceedings and practices.
- Sufficient knowledge and experience in finance and accounting to be able to review audits and evaluate a municipal division court's compliance with any 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.)

Graduation from an accredited law school and five years of experience in the practice of law or equivalent experience as a licensed attorney. Must be a current member of The Missouri Bar in good standing or possess the ability to gain admission to The Missouri Bar within twelve months of appointment.

