



Make YOUR IMPACT!

Make a positive impact on your community by working with the legal system in a municipal or county court. Positions include administrative clerk, court clerk, legal assistant or court supervisor. You can also be a probation officer or case worker.

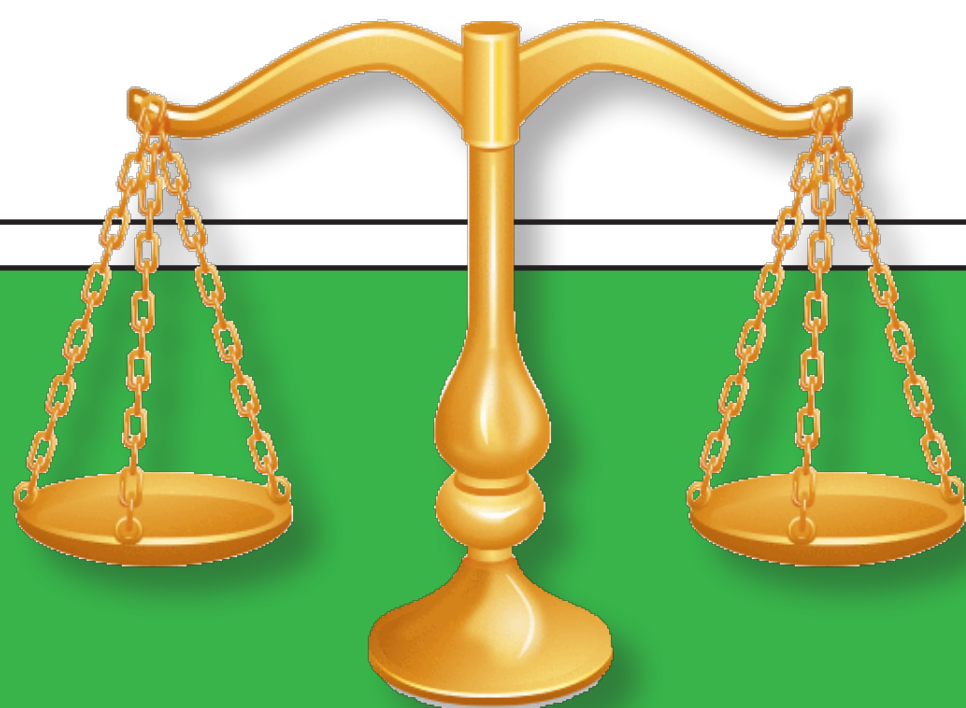
CRIMINAL JUSTICE

Jobs in criminal justice:

- Handle administrative and clerical duties for judges and prosecutors.
- Manage court processes of cases filed in municipal and county court involving traffic citations, misdemeanors and city/county ordinances.
- Receipt payments for citations; process court documents; maintain case files; assist defendants; and accept court filings.
- Help prosecutors prepare court documents, such as motions and subpoenas.
- Interact with defense attorneys and probation officers.

Did YOU know?

The U.S. Bureau of Labor Statistics projects the field of employment for municipal, license and court clerks is expected to increase 4.5% between 2014 and 2024.



Local government can be **YOUR** grassroots opportunity to make the world a better place. Public service careers can help **YOU** create the culture for **YOUR** community.

YOUR TALENTS needed...



Oral Communication
Active Listening
Computer Literacy
General Clerical
Customer Service
Calm Demeanor
Strong Phone Etiquette
Multitasking
Attention to Detail
Math Skills

YOUR SUCCESS beginnings with...

Most jobs in criminal justice require at least a high school diploma, although many interested in law enforcement earn an associate, bachelor's or master's degree in some related discipline before entering the workforce.

MORE INFO?

Learn more about careers in criminal justice at **CareerExpoKC.org**.

Find your path in ...

MUNICIPAL COURT