



MAKE A DIFFERENCE!

If you want an interesting career in criminal justice that works with the legal system, consider working in a municipal or county court. Positions include administrative clerk, court clerk, legal assistant or court supervisor. There are also opportunities to be a probation officer or case worker.

JOB DUTIES

Administrative and court clerks handle administrative and clerical duties for judges and prosecutors. Court clerks manage court processes of cases filed in municipal and county court involving traffic citations, misdemeanors and city/county ordinances. They receipt payments for citations, process court documents, maintain case files, assist defendants and accept court filings. Legal assistants help prosecutors prepare court documents, such as motions and subpoenas. They also interact with defense attorneys and probation officers.

OUTLOOK

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. The median annual salary for these professionals was \$35,850 in May 2015, per the BLS.



SALARY

By working in criminal justice, you can earn a regular salary, medical coverage and a retirement pension.

| CAREER | SALARY RANGE* |
|----------------------|--------------------|
| Administrative Clerk | \$33,091-\$55,541 |
| Probation Officer | \$34,070-\$48,720 |
| Court Clerk | \$39,491-\$60,108 |
| Legal Assistant | \$38,105-\$55,265 |
| Court Supervisor | \$51,558-\$66,100 |
| Court Administrator | \$61,193-\$105,612 |

Source: Mid-America Regional Council 2016 Local Government Salary Survey

WHAT IT TAKES

Candidates must be 18 years old and be a U.S. citizen. In addition, they must have:

- A high school diploma or equivalent (Bachelor's degree may be preferred for supervisory positions)
- Clerical experience with public contact
- Ability to use criminal justice software
- Ability to speak, read and interpret fluent English and Spanish

MORE INFO?

Learn more about careers in criminal justice at **CareerExpo2017.org**.



Find your path in ...

MUNICIPAL COURT

CAREER LADDER

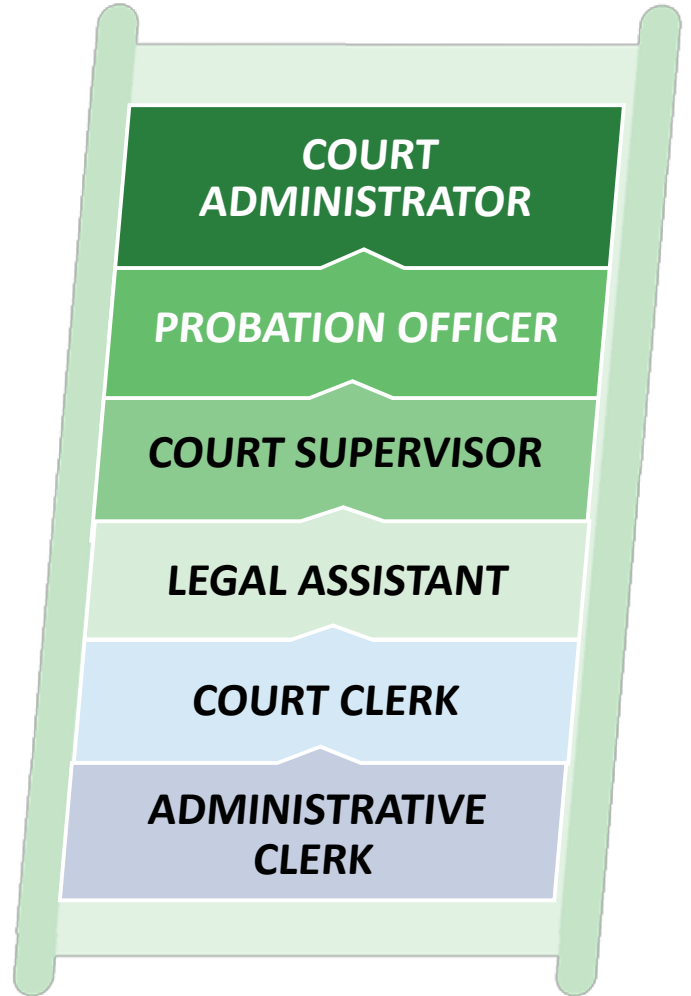
A career in criminal justice offers a number of entry-level opportunities, as well as advancement opportunities through additional education and tenure, such as becoming a probation or parole officer or pursuing a law degree to become an attorney.

Another advancement option is to transfer from being a city or county court clerk to a clerk for courts at the state or federal level. Just be aware that higher courts will likely require a minimum of a bachelor's degree. Federal courts may require a master's degree or a Juris Doctor.



10 TOP SKILLS

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



EDUCATION

Getting a high school diploma or GED is the minimum education requirement for most careers in the field of criminal justice. However, many organizations prefer to hire individuals with a bachelor's degree for more advanced positions.