



CAREER PATH

Human Services

CAREER CLUSTER

Government and Public Administration

CAREER PATHWAY

Regulation



COURT, MUNICIPAL AND LICENSE CLERK

Perform clerical duties in courts of law, municipalities, and governmental licensing agencies and bureaus. May prepare docket of cases to be called; secure information for judges and court; prepare draft agendas and bylaws for town or city council; answer official correspondence; keep fiscal records and accounts; issue licenses or permits; record data, administer tests, or collect fees.

Knowledge and Skills Needed

In addition to courses required for high school graduation, essential skills and knowledge needed for a career as a court, municipal or license clerk are reinforced by taking rigorous and relevant courses, as well as participating in work-based experiences and student organization activities.

(See the Sample Personal Plan of Study for suggested coursework, activities, and knowledge and skills to pursue in preparation of an occupation in this Career Cluster.)

Education Requirements

Occupation	Percent of Missouri employees aged 25 to 44 in the occupation whose highest level of educational attainment is:		
	High School or Less	Some College	Bachelor Degree or More
Court, municipal, and license clerks	27.2%	49.1%	23.6%
Information and record clerks	32.3%	43.4%	24.3%
Office, clerical and secretarial	36.2%	44.1%	19.7%

Most Common Educational Level: Short-term on-the-job training

Note: Be sure to learn whether your occupation has a specific requirement for education or licensing. Apprenticeships are available for more than 240 occupations. Visit www.oe.doleta.gov/bat.cfm

National and State Wage Information

Location	Pay Period	2006		
		Entry*	Median	Experienced**
United States	Hourly	\$11.85	\$14.89	\$18.51
	Yearly	\$24,600	\$31,000	\$38,500
Missouri	Hourly	\$9.95	\$11.44	\$13.90
	Yearly	\$20,700	\$23,800	\$28,900

Based on (*) lower 25% and (**) upper 25% percentile of wages

National and State Employment Trends

Court, Municipal and License Clerk	Employment		Percent Change	Job Openings*
	2006	2016		
United States	114,600	124,600	+ 9 %	3,620
Missouri	1,340	1,590	+ 19 %	60

*The estimate for Job Openings includes both turnover that results from people who leave the occupation (e.g. quit, retire, death) and new jobs that are created.

Educational Opportunities

Note: This list may not be all inclusive. For more information about Missouri schools and programs, visit www.dhe.mo.gov

Cape Girardeau Career/Tech Center

Cape Girardeau, MO
(573) 431-4593
www.cape.k12.mo.us/cc/default.htm

Clinton Technical School

Clinton, MO
(660) 885-6101
www.ed2go.com/cts

Crowder College

Neosho, MO
(417) 451-3223
www.crowder.edu

Franklin Technology-MSSU

Joplin, MO
(417) 659-4400
www.ftcjoplin.com

Grand River Technical School

Chillicothe, MO
(660) 646-3414
www.grts.org

Hillyard Technical Center

Saint Joseph, MO
(816) 671-4170
www.hillyardtech.com

Lex La-Ray Technical Center

Lexington, MO
(660) 259-2264
www.lexington.k12.mo.us

Moberly Area Community College

Moberly, MO
(660) 263-4110
www.macc.edu

(more-over)

Pike-Lincoln Technical Center
Eolia, MO
(573) 485-2900
<http://pltc.k12.mo.us>

Saline County Career Center
Marshall, MO
(660) 886-6958
www.marshallschools.com/sccc

Sikeston Career and Technology Center
Sikeston, MO
(573) 472-2581
www.sikeston.k12.mo.us



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