

Court, Municipal, and License Clerks

43-4031.00



Description: Perform clerical duties for courts of law, municipalities, or governmental licensing agencies and bureaus.

Other Resources:

[ONET Link](#)

[MyNextMove Link](#)

Sample of Reported Job Titles: City Clerk, Court Clerk, Deputy City Clerk

Job Zone

Title: 2 - Some Preparation Needed

Education: Usually require a high school diploma.

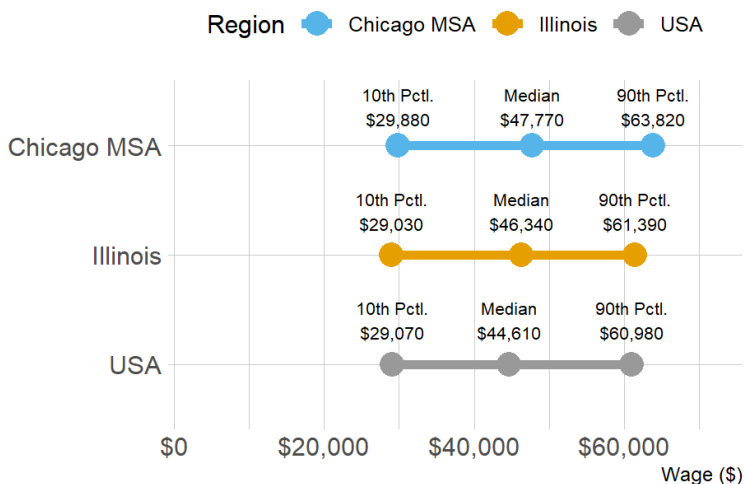
Experience: Some previous work-related skill, knowledge, or experience is needed.

Training: A few months to one year of working with experienced employees needed. A recognized apprenticeship program may be associated with these occupations.

Core Certifications: Basic Court Security Certification

Hot Technologies: Adobe Systems Adobe Acrobat, IBM Notes, Microsoft Access, Microsoft Office Suite

Region	Employment	Location Quotient	Median Wage
Chicago MSA	2,940	0.65	\$47,770
Illinois	4,900	0.82	\$46,340
USA	150,170	—	\$44,610



Top 5 Core Tasks According to Current Job Holders

Importance
Frequency (out of 100)

Evaluate information on applications to verify completeness and accuracy and to determine whether applicants are qualified to obtain desired licenses.

Hourly or more

95

Verify the authenticity of documents, such as foreign identification or immigration documents.

Hourly or more

93

Record and edit the minutes of meetings and distribute to appropriate officials or staff members.

More than monthly

92

Question applicants to obtain required information, such as name, address, or age, and record data on prescribed forms.

Hourly or more

92

Issue public notification of all official activities or meetings.

More than monthly

92