

9th Judicial Circuit

Linn County

Job Title:

Secretary I (Juvenile Office)

Salary Range:

\$24,276.00 annually

Location:

Linn County Courthouse Annex – 109 North High Street, Linneus, MO 64653

Duties:

- Work involves performing general secretarial and clerical duties for a management unit. Type correspondence, motions, orders and other court documents. Screen and refer callers and visitors, answers various inquiries personally and provides information on the court and court schedule; maintains appointment schedules.
- Prepares, complies, and maintains various records on office activities such as personnel, payroll, budget, grants, purchasing, travel expense and related activities. Performs moderately complex court clerical assignments requiring knowledge of court processes.
- Receives, data stamps, and routes mail
- Performs related work as required

Qualifications:

- Knowledge of secretarial practices and procedures; knowledge of court procedures and policies, legal documents, law and legal factors pertaining to the court; Ability to make work decisions in accordance with laws, regulations and departmental policies and procedures
- Required minimum education and experience:
- Graduation from high school, and two years secretarial or general clerical experience

Additional Information:

JIS experience preferred

How to Apply:

Send Resume to Tom Hoover, Chief Juvenile Officer
Juvenile Office, 109 North High Street, Linneus, MO 64653

Closing Date: September 27, 2013

*The 9th Judicial Circuit is an Equal Opportunity Employer.
In compliance with the Americans with Disabilities Act, the court will provide
reasonable accommodations to qualified individuals with disabilities.*