



**SUPREME COURT OF MISSOURI**  
**OFFICE OF STATE COURTS ADMINISTRATOR**

**GREGORY LINHARES**  
ADMINISTRATOR

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**Division Director Secretary**

The Office of State Courts Administrator has an immediate opening for a Division Director Secretary to provide high level administrative support to the Deputy State Courts Administrator. The Deputy State Courts Administrator provides leadership to the Division of Court Programs and Research as well as management of the Judicial Education unit. Duties encompass a wide range of responsibilities including organizing meetings, taking minutes, preparing correspondence, travel arrangements, and interacting with various members of the judiciary, at all levels. This person must be detail oriented, self-motivated and have excellent written and verbal communication skills as well as a professional presentation.

Minimum qualifications: Graduation from high school and four years of responsible secretarial experience performing a wide range of general office practices.

Starting salary is \$35,952. Application form is required and may be found at <http://www.courts.mo.gov/page.asp?id=3191> or request by sending e-mail to [oscahr@courts.mo.gov](mailto:oscahr@courts.mo.gov) or by calling (573) 751-4377. Please submit application to Human Resources Office, P.O. Box 104480, Jefferson City, MO 65110, no later than November 4, 2009. EOE