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Personnel is now accepting Resumes for the following position:

September 13, 2013

Unit Manager I

Definition of Work

This is managerial work involving the administration of a large court or the management of a major functional area for one of the largest judicial circuits within the Missouri State Court System. Work involves responsibility for organizing, directing and coordinating the activities of a large section consisting of technical, clerical and support staff involving a major functional area of the court. A key factor is that the employee serves as manager of a central case processing section or large office under the supervision of a circuit clerk. Employees in this class are normally responsible for the activities of subordinate supervisors and sections normally consisting of at least twenty subordinate personnel. Work is performed under the general supervision of a circuit clerk or higher-level unit manager and is reviewed through conferences, observations and results obtained.

Examples of Work Performed: (Any one position may not include or cover all of the duties listed, which may be performed.)

- Manages all functions and activities of a subordinate staff; assigns, directs, supervises and reviews the work of subordinates, both personally and through intermediate supervisors and lead personnel; develops work schedules and priorities; and performs personnel administrative tasks.
- Develops internal operating procedures, forms and systems; advises employees when unusual work situations arise or when new procedures are instituted.
- Serves as a point of contact for communications concerning the activities and operations of the court; provides information to, and answers questions from judges, attorneys, court officials and the public.
- Directs the receiving, processing, recording, filing and storage of various court petitions and case filing documents; directs docket preparation and initiation of legal papers to be served.
- Directs case filing, minor computer operations and related support functions.
- Performs related work as required.

Knowledge, Skills and Abilities: (This job description does not include specific physical requirements necessary to perform the job, such as, carrying, standing, lifting. Such requirements vary from position to position and may be determined by the appointing authority.)

- Considerable knowledge of court procedures, legal documents, laws and legal factors pertaining to the court.
- Considerable knowledge of the organization, functions, responsibilities and procedures of the courts.
- Knowledge of effective supervisory and management techniques.
- Knowledge of modern principles and practices of public administration.
- Ability to organize, direct and coordinate administrative activities in an effective manner.
- Ability to communicate ideas clearly and concisely, both orally and in writing.
- Ability to establish and maintain effective working relationships with other employees, judges, attorneys, court officials and the public.

Required Minimum Education And Experience: (The following statement represents the minimum education and experience which will be used to determine qualifications of applicants, provided equivalent substitution will be permitted in case of deficiencies of either experience or education. Education above the minimum stated may be substituted on a year for year basis for the required general experience; experience above the minimum stated may be substituted on a year for year basis for the required education.)

Graduation from a four year college or university with a degree in business, public administration or related area and two years experience in court work, of which one year must have been in a supervisory capacity.

Closing Date: **Friday, September 27, 2013 by 5:00 p.m.**

Starting Salary: \$1,645.00 Semi-Monthly

Send Resumes to: Personnel Department, Room 306
10 North Tucker, Civil Courts Building
Saint Louis, MO 63101
Fax: (314) 621-3609
Thomas.kloppinger@courts.mo.gov

EOE/M/F/D/V

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