

***Fourth Judicial Circuit of Missouri
Nodaway County Circuit Court
305 North Main
Maryville, MO 64468
Elaine Wilson, Circuit Clerk
Phone (660) 582-5431
Facsimile (660) 582-2047***

CLERK II

The Nodaway County Circuit Clerk's Office has an opening for a Court Clerk II working in the Civil Division. The successful applicant will perform a variety of clerical duties relating to processing civil and traffic cases, as well as some basic bookkeeping. Applicant must be independent and responsible as most work will be completed with minimal supervision; advice and assistance will be available when unusual or difficult matters arise.

This position will also serve the public so a pleasant personality and courteous disposition is preferred. Good attendance and neat appearance are a must. Experience working with Microsoft software package is highly desired.

Qualifications: Graduation from high school and two years general clerical experience.

Starting annual salary is \$21,241.50, with full state benefits package; workweek will be 35 hours.

Please provide a letter of interest and resume no later than March 25, 2013, to Elaine Wilson, Circuit Clerk, 305 North Main, Maryville, MO 64468, or e-mail elaine.wilson@courts.mo.gov.

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