

Circuit Court Of Jackson County, Missouri

Date: 10/15/2009

Posting No.: 080

Position Title: Judicial Administrative Assistant - Court Clerk III **Position No.:** 8269

Department: Circuit - Division 13

Work Location: 415 East 12th Street - Kansas City MO

Work Hours: 8:00 a.m. - 5:00 p.m. Monday thru Friday - evenings and weekends as required

Salary: State Paid Position - Non-exempt Grade S 15 - \$1,081.00 Semi-monthly

Salary Range For Internal/Rehire Applicants: \$1,081.00 - \$1,498.00 Semi-monthly

Application for Employment may be obtained in Human Resources, 415 East Twelfth Street, 10th Floor, Kansas City, MO 64106 or at the Web Address: www.16thcircuit.org. Fax No.: 816-881-3229. E-Mail Address:

Jobs.16thCircuit@courts.mo.gov Employment Specialist: **Gail Cox**. Information regarding job vacancies may also be obtained by calling the Job Information Line at 816-881-3470. Applicants for clerical positions which require skill testing must be tested for consideration. ALL CURRENT EMPLOYEES APPLYING FOR THESE POSITIONS MUST SUBMIT AN INTERNAL APPLICATION FORM TO HUMAN RESOURCES. **Applications must be received by Human Resources no later than 05:00 PM on 10/30/2009**

POSITION PURPOSE AND EXAMPLES OF WORK:

This is technical clerical and supervisory work in a court within the Missouri State Court System. Work involves providing direct clerical support for a judge of the Circuit Court discharging the full range of clerical and secretarial responsibilities within the division's jurisdiction, which may include supervision of subordinate clerical personnel. Work is performed under the general supervision of the judge and is reviewed through conferences, reports and on the basis of results obtained. Acts as chief clerk for the judge; performs and may supervise comprehensive court clerical services, prepares judgments, court orders, and court correspondence in the assigned division of the court. Performs clerical work in receiving and initiating case files; performs technical court clerical duties such as reviewing judgments, bond settings, preparation of case appeals and docket control; assists subordinate court clerks in the performance of court clerical duties; generally provides supervision and direction to subordinates and coordinates work flow in the division. Receives and reviews petitions; prepares subpoenas, summonses, warrants, bonds, judgments, court orders and other writs and documents pursuant to judicial orders, as well as court correspondence. Prepares docket records reflecting pertinent court proceedings necessary for accurate records. Answer the telephone, type letters and other correspondence, and perform other general secretarial duties for the judge. Prepares judge's docket, trial and hearing calendars, and reviews case files to make certain records are in order prior to hearing; serves as required in courtroom; arranges and organizes the docket, notes continuances, makes minute and docket entries to reflect case progress. Contacts attorneys and other court personnel to resolve discrepancies discovered in reviewing records; prepares a variety of orders, documents and correspondence requiring a detailed knowledge of applicable terminology, rules and procedures. Controls forms, manages court records and maintains personnel records. Prepares notices to parties and checks returns; reschedules cases if required. Maintains schedule of cases and prepares notices to parties regarding settings and continuances. May prepare various statistical and financial reports as required by the area of assignment. Answers inquiries and furnishes information by reviewing court records. Performs related work as required.

MINIMUM EDUCATION AND EXPERIENCE:

Typing 45 wpm. Graduation from high school and three years of general clerical experience, one year of which must have been in court or law-related clerical work. Proficient in Microsoft Word. (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.) Considerable knowledge of court procedures and policies, legal documents, laws and legal terminology pertaining to the court. Considerable knowledge of the organization, operations, functions and scope of authority of the court in the area where assigned. Considerable knowledge of modern office practices and procedures. Ability to understand and follow oral and written instructions. Ability to make work decisions in accordance with laws, regulations and departmental policies and procedures. Ability to maintain a variety of complex records and prepare reports from such records. Must have self-starting skills and ability to work independently. Ability to express ideas concisely and clearly, orally and in writing. Ability to establish and maintain effective working relationships with attorneys, court staff, jurors etc. Skill in the operation of standard office equipment.

THE COURT IS AN EQUAL OPPORTUNITY EMPLOYER