

PLEASE POST IN ALL DEPARTMENTS

September 13, 2013

Personnel is now accepting Resumes for the following position:

Unit Manager II

Definition of Work

This is responsible managerial work involving the administration of a large centralized court or 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 a large civil process, criminal process or similar function. Positions in this class are distinguished from those in the class of Unit Manager I in that work normally involves the exercise of greater discretion and the management of larger and more complex organizational functions through subordinate supervisors.

Examples of Work Performed: (Any one position may not include all of the duties listed, nor do the examples cover all duties which may be performed.)

- Manages all functions and activities of a large clerical and technical staff, assigns , directs, supervises and reviews the work of subordinate supervisory personnel; develops work schedules and priorities.
- Develops internal operating procedures, forms and systems; advises employees when unusual work situations arise or when new procedures are instituted.
- Manages the coordination of all Court Clerk training and the preparation of Clerk training manuals.
- 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 general public.
- 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.)

- Thorough knowledge of court procedures, legal documents, laws and legal factors pertaining to the court.
- Thorough knowledge of the organization, functions responsibilities and procedures of the courts.
- Considerable knowledge of effective supervisory and management techniques.
- Considerable 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 general 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 a related area and three years experience in court work of which two years must have been in a supervisory capacity.

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

Starting Salary: \$1,879.50 semi-monthly

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

EOE/M/F/D/V

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