

13TH JUDICIAL CIRCUIT COURT JOB OPPORTUNITY

Administrative Court Clerk Court Administration

Responsibilities: The Administrative Court Clerk assists the judges with a large variety of tasks, and is instrumental in the smooth operation of daily courthouse dockets. Must be someone who is a multi-tasker, highly organized, and is patient in the face of chaos. Some of the duties of this position include:

- Docket Management – Calendars hearings and trials, schedules courtrooms.
- Customer Service – Provides information and customer assistance (without giving legal advice) to self-represented litigants, attorneys, law enforcement, other judicial agencies, and members of the public.
- Document Preparation – Prepares a wide variety of documents and reports to assist judges and court administrators, prepares wedding licenses for courthouse ceremonies.

Status: Full-time State of Missouri employee, non-exempt, benefited

Working hours: 40-hour workweek,
8:00 a.m. to 5:00 p.m., Monday to Friday

Location: Boone County Courthouse in Columbia, Missouri

Salary: Missouri State Employee Pay Range J18
Starting at \$17.03 per hour (\$35,429 annual)
Eligible for raise after successful completion of probation
NOTE: Current Judiciary Employees with Clerk status, looking to transfer will
be considered at their current salary range

Benefits: Benefit-eligible employees receive paid vacation, 14 paid holidays, health insurance, dental insurance, vision insurance, Missouri State Retirement System, cafeteria plan, life insurance, and Missouri Deferred Compensation plan.

Minimum Qualifications: High School or GED equivalent, plus three years of varied clerical or administrative experience. Must have good attention to detail. Must have experience with word processing and spreadsheet software.

How to Apply: Applications are available electronically at:
<https://www.courts.mo.gov/hosted/circuit13/forms/FullTimeJobApplicationForm.pdf>

Resumes and completed applications may be submitted electronically in PDF format to BNE-Jobs@courts.mo.gov or returned to Court Administration, Boone County Courthouse, 705 E. Walnut, Columbia, Missouri 65201.

Deadline for Application: Applications will be accepted until the posting is removed.

An Equal Opportunity Employer