

13TH JUDICIAL CIRCUIT COURT

Juvenile Office

Columbia, MO

Juvenile Administrative Support I– Full Time 40 Hrs per week



Starting wage is \$33,692.16 annually with potential of a pay increase after a 6-month successful probationary period. We are looking for a dedicated person to serve as administrative support for the Boone County Juvenile Office.

This rewarding position is entry-level clerical working together with a team of other positive, goal-oriented individuals. In this position you will be providing exceptional customer service to the general public, law enforcement, attorneys and parties to cases as well as providing direct support for the Juvenile Office supervisors, providing a full range of responsibilities within the division's jurisdiction.

If you are looking for an opportunity to make a difference in the lives of young people and a job you can turn into a long-term career, then consider joining our team at the Boone County Juvenile Office. We offer great benefits!

In this position the majority of work is performed in a professional office setting and is generally sedentary. The applicant must possess vision, hearing, and speech. Work activity will include using a personal computer on the court's network with standard software applications and filing and electronic record keeping systems. Candidates with knowledge of legal processes are strongly encouraged to apply. Ability to work independently and manage time effectively while handling a high-volume workload is a must. The employee's physical presence at the work site is required to complete the job.

As a Missouri State Paid Employee, you will have the following benefits:

- ❖ Health Insurance
- ❖ Dental Insurance
- ❖ Vision Insurance
- ❖ Missouri State Retirement System (MOSERS)
- ❖ Deferred Compensation Match up to \$75/Mo
- ❖ Cafeteria Plan
- ❖ Flexible Spending Accounts – Cafeteria Plan
- ❖ Life Insurance
- ❖ Paid Time Off
- ❖ 14 Paid Holidays per year

Position Responsibilities:

The performance of varied clerical work within a court, involving general duties for a juvenile management unit. Work requires the exercise of initiative, independent judgment, and discretion in handling delegated details. Instructions are received from a superior on new assignments and policy matters, and advice and assistance are normally available. Work is reviewed by a superior upon completion for adherence to established policies, procedures, and results obtained

Examples of Work Performed:

These examples do not cover all of the work which may be performed as part of this position.

- Types correspondence, docket sheets, memoranda and motions, and other materials from copy or notes; takes minutes of meetings or conferences and prepares drafts of proceedings; composes and types routine letters, notices, and other materials.
- Screens and refers callers and visitors, answers various inquiries personally, and provides information on the court and court schedule; maintains appointment schedules.
- May compile and complete data for administrative and public reports, bulletins, questionnaires, and other documents; may prepare moderately complex work sheets and tables from standardized raw data making necessary arithmetic computations; may establish and maintain filing systems.
- May prepare, compile, and maintain various records on office activities such as personnel, payroll, budget, purchasing, travel expenses, and related activities.
- Performs moderately complex court clerical assignments requiring knowledge of court processes.
- Receives, data stamps, and routes mail; processes registered mail.
- Performs related work as required.

Required Knowledge, Skills and Abilities:

- Knowledge of secretarial practices and procedures.
- Knowledge of business English, spelling, punctuation, and arithmetic.
- Knowledge of court procedures and policies, legal documents, laws, and legal factors pertaining to the court.
- Knowledge of organization operations, functions, and scope of authority of the court or activity to which assigned.
- 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.
- Ability to establish and maintain effective working relationships with others.
- Skills in the operation of standard office equipment.

Minimum Qualifications:

- High School Graduate or GED
- One to two years of secretarial or general clerical experience
- Strong secretarial and organizational skills
- Working experience with Microsoft Word and Excel is a must.

To Apply:

Applications are available electronically at:

<https://www.courts.mo.gov/hosted/circuit13/forms/FullTimeJobApplicationForm.pdf>

Or

In person at Boone County Courthouse, 705 E. Walnut, Room 235, Columbia, Missouri 65201.

Submit completed applications may be submitted electronically in PDF format to BNE-Jobs@courts.mo.gov or returned to Boone County Courthouse, 705 E. Walnut, Room 235, Columbia, Missouri 65201.

Applications must be received by 5:00 PM, March 10, 2025 or until position is filled.