

13TH JUDICIAL CIRCUIT COURT

-- JOB ANNOUNCEMENT --

JURY CLERK- CALLAWAY COUNTY (part-time)

This is a 28 hour per week part-time position.

Starting wage is \$1,033.35 semi-monthly with option of a pay increase after a 6-month successful probationary period.

We are looking for an enthusiastic person to serve as Jury Clerk for Callaway County Justice Center. It would be an honor to have you with our team in the 13th Judicial Circuit Jury Commission Board, which is composed of the County Marshals and Jury Supervisor. We work closely with the County Circuit Clerk and 13th Circuit Judges to ensure a pool of available Jurors is on call.

This job can be difficult at times and requires patience and hard work, but it is extremely rewarding. We will provide all the on the job training you will need to be successful.

Enjoy working in a great team environment at the beautiful new Callaway Justice Center.

Customer service skills are essential as you will be assisting citizens of Callaway as they navigate their duty as a Juror. This position works Monday through Thursday, occasionally arriving early, as required for a Jury Trial.

This position has their own personal office.

POSITION RESPONSIBILITIES:

- Interaction with Jurors by phone call, email, and in-person.
- Data entry and maintenance of Juror profiles.
- Processing requests, sending requests to the Judge for review, applying Judicial returns.
- Work with juries: setting up for a trial, checking in/greeting Jury panelists, assisting Jurors during trials.
- Coordinate with Jury Supervisor to implement and develop operational policies.
- Filing and maintaining Callaway Jury records.
- Ensure the Jury Assembly Room is clean and in order.

- Assist the County Circuit Clerk's Office as needed.
- Other duties as assigned from time to time.

PHYSICAL DEMANDS:

The majority of work is performed in a professional office setting and is generally sedentary. Must possess vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Must have access to transportation to the Callaway Justice Center and other various locations as needed in Callaway County.

PREFERRED KNOWLEDGE & SKILLS:

- Knowledge of court procedures and policies, legal documents, laws and legal factors pertaining to the court.
- Proficiency in Microsoft Office, especially Word and Excel
- Sound decision-making abilities within legal and policy frameworks
- Strong interpersonal and relationship-building skills.

REQUIRED MINIMUM EDUCATION & EXPERIENCE:

- Must be 21 years of age.
- High School diploma or equivalent
- Basic understanding of Word, Excel, and other computer programs.
- Be free from illegal drugs
- Clean background check.

TO APPLY:

You may obtain a job application online at:

<http://www.courts.mo.gov/hosted/circuit13/other/jobs.htm>

E-mail your application and resume to BNE-Jobs@courts.mo.gov.

All items submitted by email MUST be in PDF format only.

You may obtain and submit your application and resume at:

Court Administrator's Office

Boone County Courthouse

705 East Walnut St.

Columbia, Missouri 65201.

The position is open until filled.

EOE & in Compliance with ADA