

13TH JUDICIAL CIRCUIT COURT

Boone County Circuit Clerk's Office

Court Clerk II – Full Time, non-exempt, benefited

Working hours: 8:00 am – 5:00 pm, Monday - Friday

Columbia, MO



Starting Hourly Pay: \$17.17

We are looking for an energetic and friendly person to serve as a Court Clerk II for the Boone County Circuit Clerk's Office. This position involves interacting with attorneys, the public, parties to cases and members of the bench. Applicants must be able to work independently, and prioritize and manage their own caseload. Accuracy and attention to detail is required. Applicants must have strong PC, typing, interpersonal and clerical skills. Candidates with prior court or legal experience will be given preference. Resumes must accompany all applications.

As a Boone County Paid Employee, you will have the following benefits:

- ❖ Health Insurance PPO or HSA
- ❖ Dental & Vision Insurance
- ❖ County Employee Retirement Fund (CERF) 457 Pension Plan (5-Year Vesting)
- ❖ Nationwide 457 non-vesting Plan
- ❖ Flexible Spending Accounts – Cafeteria Plan
- ❖ Life Insurance/AD&D/LTD/Voluntary Life Insurance Additions
- ❖ Paid Time Off
- ❖ 14 Paid Holidays per year
- ❖ Employee Assistance Programs (EAP)

Position Responsibilities:

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

- Case management
- Date entry
- Reviewing and accepting electronic pleadings through the electronic filing system
- Answering telephones
- Operating electronic sound recording equipment and other courtroom duties
- Assisting other areas and departments
- Interacting with attorneys, the public, parties to cases and members of the bench

Qualifications:

- High school graduate or equivalent.
- Two years clerical experience
- Clear criminal record

To Apply:

Applications are available electronically at:

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

Completed applications may be submitted electronically in PDF format to BNE-Jobs-Clerk@courts.mo.gov or returned to the Boone County Circuit Clerk's Office HR Department located at the Boone County Courthouse, 705 East Walnut St., Columbia, Missouri 65201.

Applications will be accepted until the positing is removed.

EOE & in Compliance with ADA