

Missouri Courts Job Announcement

JUVENILE OFFICE SECRETARY I

Organization: CIRCUIT COURTS - CIRCUIT 12

Location: MONTGOMERY CITY & WARRENTON

Pay Range: J12 **Full-Time Equivalent (FTE):** 40 Hours/Week **Minimum**

Salary: \$25,536.00

Basic Functions and Responsibilities:

This is varied secretarial and clerical work in a court of the Missouri State Court System. Work involves performing general secretarial and clerical duties for the Juvenile Office. Work requires the exercise of initiative, independent judgment and discretion in handling delegated details and the performance of various clerical duties. 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.

Minimum Qualifications:

Graduation from high school, and two years secretarial or general clerical experience.

A dependable vehicle is required, as this position will be located in Warrenton two to three days per week and Montgomery City two to three days per week, depending on the needs of both offices.

Preferred Qualifications:

Knowledge of the Judicial Information System (JIS) is preferred; or the ability to learn the system and attend training.

This position requires a Criminal History and Child Abuse Registry Check.

This position will be filled on June 1, 2018.

Application Deadline: May 18, 2018

How Do I Apply:

Individuals, including current judicial employees, interested in this position must [register](#) to complete a profile and submit an application prior to the application deadline, if applicable. Applicants with the necessary educational qualifications must also upload a copy of their college transcript(s) to the online application system. Individuals who have previously completed a profile and wish to be considered for this position must [login](#) to their profile and submit an application prior to the application deadline, if applicable. For more information, visit the [Missouri Courts Careers](#) web page (www.courts.mo.gov/careers).

This office is an Equal Opportunity Employer.

In compliance with the Americans with Disabilities Act, this office will provide reasonable accommodations to qualified individuals with disabilities.