

THIRTEENTH JUDICIAL CIRCUIT FAMILY COURT JOB ANNOUNCEMENT

Announcement Date: **April 4, 2013**

Job Title: **Paralegal Position**

Number of Positions Available: **1**

Full Time: Part Time: **X**

Temporary: Regular: **X**

Starting Salary: **\$12.00 hourly**

For the Office or Department of:

**13th Judicial Circuit Family Court
Juvenile Division
Boone County Courthouse
705 E. Walnut
Columbia, MO 65201**

Contact: **Cindy Garrett**

Phone: **(573) 886-4200**

Advise of Interest to:

**Cindy Garrett
13th Judicial Circuit Family Court
Juvenile Division
Boone County Courthouse
705 E. Walnut
Columbia, MO 65201**

Submit resumes/applications by 5:00 P.M., Friday, April 12, 2013.

Applications are available at: <http://www.courts.mo.gov/hosted/circuit13/other/jobs.htm>

Submit resume and request application forms electronically to:

BNE-Jobs-Juvenile@courts.mo.gov

Summary of Duties:

Responsible and challenging 20 hour a week county benefited position. Duties include but not limited to the preparation of juvenile dockets, assisting legal counsel with discovery requests, preparing and serving subpoenas, typing letters and other court related documents, and filing legal pleadings with the court.

Qualifications:

Qualifications: Graduation from high school and at least one year of professional employment in the legal field is preferred. Starting salary: \$12.00 hourly.

Review of applications/resumes will be based on information as it appears on the application.

EOE & in Compliance with ADA