

THIRTEENTH JUDICIAL CIRCUIT FAMILY COURT JOB ANNOUNCEMENT

Announcement Date: **April 4, 2013**

Job Title: **Secretary I**

Number of Positions Available: **1**

Full Time: **X** Part Time:

Temporary: Regular: **X**

Starting Annual Salary: **\$24,276**

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/housed/circuit13/other/jobs.htm>

Submit resume and request application forms electronically to:

BNE-Jobs-Juvenile@courts.mo.gov

Summary of Duties:

Seeking highly motivated individual to work with the secretarial unit. Duties would include but are not limited to screening of calls, assisting at the front window, entering of referrals, disposing of referrals and helping personnel within the office.

Qualifications:

Qualifications: Graduation from high school and two years of secretarial or general clerical experience. Starting salary: \$24,276 annually.

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

EOE & in Compliance with ADA