



**MISSOURI SECOND JUDICIAL CIRCUIT COURT  
ADAIR, KNOX & LEWIS COUNTIES**

1400 South Boundary  
Kirksville, Missouri 63501

**Russell E. Steele  
Presiding Circuit Judge**

**Matthew D. Holt  
Court Services Administrator  
Second Judicial Circuit Court**

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**Job Announcement**

- Position:** Secretary to Presiding Judge - Kirksville, Missouri
- Description:** The Second Judicial Circuit Court, is seeking applicants to fill the position of Secretary to Presiding Judge. This is a highly responsible executive secretarial work involving complex work methods serving as primary secretarial support to the Presiding Judge of the 2nd Judicial Circuit (Adair, Knox and Lewis Counties) within the Missouri State Courts System. Work involves performance of varied and complex secretarial duties including administrative functions as assigned by the presiding judge. An employee of this class performs responsible duties requiring discretion and judgment in making working decisions and has a higher level of delegated secretarial responsibility such as maintaining circuit court dockets, coordinating judicial assignments and transfers, and assuming responsibility for administrative tasks under supervision of the presiding judge.
- Salary/Wages:** Probationary pay of \$32,352 annually, \$32,904 annually following successful completion of 6 month probationary employment period. This position is regulated by Missouri State Court classification of Secretary to Presiding Judge and all applicable state benefits will apply.
- Qualifications:** Position requires graduation from high school, and four years of experience in secretarial, or general clerical experience. Education and experience may be substituted on a year for year basis.
- Application:** Applications may be picked up and returned to the Bruce Normile Juvenile Justice Center, 1400 South Boundary Street, Kirksville, MO 63501. Applications may also be obtained and submitted at [www.juvenilecircuit2.org](http://www.juvenilecircuit2.org). Applications should be accompanied by a resume and will be accepted until Wednesday, August 21, 2013 at 5:00 PM.

**The Second Judicial Circuit Court of Missouri is an Equal Opportunity Employer.**