

# THIRTEENTH JUDICIAL CIRCUIT FAMILY COURT JOB ANNOUNCEMENT

Announcement Date: **May 21, 2014**

Job Title: **Secretary I**

Number of Positions Available: **1**

Full Time: **X** Part Time:

Temporary: Regular: **X**

Starting Annual Salary: **\$24,780.00**

For the Office or Department of:

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

Contact: **Cindy Garrett**

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

**State-funded position**

*Advise of Interest to:*

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

**Submit resumes/applications by 5:00 P.M., Wednesday 28, 2014.**

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](mailto:BNE-Jobs-Juvenile@courts.mo.gov)**

## ***Summary of Duties:***

Seeking highly motivated individual to work with the secretarial unit. Duties could include but are not limited to screening of calls, assisting at the front window, financial reports, filing of court documents, running reports, handling of personnel paperwork, and helping other personnel within the office. This is a State-Funded, benefitted position.

## ***Qualifications:***

***Qualifications:*** Graduation from high school and two years of secretarial or general clerical experience. Starting salary: \$24,780 annually.

Applicants for employment must meet the applicable requirements of the federal Immigration and Nationality Act, and any applicable residence requirements established by state law.

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

EOE & in Compliance with ADA

# THIRTEENTH JUDICIAL CIRCUIT FAMILY COURT JOB ANNOUNCEMENT

Announcement Date: **May 21, 2014**

Job Title: **Program Assistant**

Number of Positions Available: **3**

Full Time: Part Time: **X**

Temporary: Regular: **X**

Starting Salary: **\$9.50 hourly**

For the Office or Department of:

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

**Submit resumes/applications by 5:00 P.M., Wednesday, May 28, 2014.**

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](mailto:BNE-Jobs-Juvenile@courts.mo.gov)**

***Summary of Duties:***

Part-time positions available for 10-20 hours per week. Seeking highly motivated individuals to assist Deputy Juvenile Officers, Legal Counsel and/or Clerical with supervising, monitoring, transporting juveniles, supervision of programs, copying discovery, answering phones, and backfiling.

***Qualifications:***

Applicants must be a high school graduate or equivalent plus 1 year of responsible work experience or 2 years of general college work. Computer skills required. All applicants must have a valid driver's license and be 21 years of age. Applicants for employment must meet the applicable requirements of the federal Immigration and Nationality Act, and any applicable residence requirements established by state law.

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

EOE & in Compliance with ADA