

# THIRTEENTH JUDICIAL CIRCUIT FAMILY COURT JOB ANNOUNCEMENT

Announcement Date: **February 10, 2015**  
Job Title: **Secretary I**

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**

Number of Positions Available: **1**

Full Time: **X** Part Time:

Regular: **X** Temporary:

Starting Annual Salary: **\$25,032.00**

Contact: **Courtney Pulley**

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

**State-funded position**

**Submit resumes/applications by 5:00 P.M., Friday, February 27, 2015.**

*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).

*You may also mail or hand deliver resumes and applications to:*

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

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

Seeking a highly motivated individual able to operate in a fast-paced environment to work in the secretarial unit. Duties could include but are not limited to screening of calls, assisting at the front window, accepting payments, data entry, electronic filing of court documents, running reports, handling of personnel paperwork, and helping other personnel within the office.

This position involves interacting with attorneys, the public, and parties to cases. Applicants must be able to work independently, multitask, and prioritize and manage their workload. Accuracy and attention to detail is required. Applicants must have strong PC, typing, interpersonal and clerical skills, including knowledge of Window 7, Microsoft Office 2010 and use of other standard office equipment.

This position is 40 hours per week. Workdays will be during the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday.

## ***Qualifications:***

Applicants must be a high school graduate and have at least one to two years clerical experience, a clear criminal record and maintain a high degree of integrity.

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

EOE & in Compliance with ADA