

All applicants must complete an application to be considered - those submitting resumes only will not be considered.



Circuit Court Of Jackson County, Missouri

Vacant Position

Date: 03/13/2015

Posting No.: 041

REPOSTED

Position Title: Court Clerk IV - Supervisor

Position No.: 7147

Department: Civil Process - Clerical

Work Location: 1305 Locust Street - Kansas City MO

Work Hours: 8:00 a.m. - 5:00 p.m. Monday thru Friday

Salary: County Paid Position - Exempt Grade C 7 - \$1465.60 Bi-weekly

Salary Range For Internal/Rehire Applicants: \$1465.60 - \$2197.60 Bi-weekly

Application for Employment may be obtained in Human Resources, 415 East Twelfth Street, 10th Floor, Kansas City, MO 64106 or at the Web Address: www.16thcircuit.org. Fax No.: 816-881-3229. E-Mail Address: Jobs.16thCircuit@courts.mo.gov Employment Specialist: **Gail Cox**. Information regarding job vacancies may also be obtained by calling the **Job Information Line at 816/881-3470**. Applicants for clerical positions which require skill testing must be tested for consideration. ALL CURRENT EMPLOYEES APPLYING FOR THESE POSITIONS MUST SUBMIT AN INTERNAL APPLICATION FORM TO HUMAN RESOURCES.

Applications must be received by Human Resources no later than 05:00 PM on 03/27/2015

POSITION PURPOSE AND EXAMPLES OF WORK:

To provide supervision to clerical staff and provide management support. Direct, assign, review and coordinate work and workflow of clerical staff. Monitor and adjust workflow as required; reassign job tasks during employee absences; coordinate and monitor staff performance to ensure compliance with local operating rules, policies and procedures by utilizing various reporting and document reviews; review documents for accuracy and completeness; compose and send letters to attorney's/plaintiff's requesting additional service information. Lead, direct, guide, train, coach and mentor staff; review and update procedure manuals; attend meetings and court training; assist with work overflow. Review and screen applicants, interview, hire, train and cross train staff; conduct performance evaluations; administer corrective and disciplinary actions; review and approve time sheets and requests for vacation, sick leave or FMLA; maintain employee leave balances. Provide second level customer service through handling questions, problems, and complaints. Handle complaint calls regarding service, the eviction process or levies; authorize an alias summons to be reissued at no cost when the office is responsible for an error regarding service or process; act as a point-of-contact in dealing with other divisions/departments to resolve problems. Review cashier sessions, complete finalization, bank deposits and disbursements; authorize voided receipts; notarize affidavits. Match check balances with cashier session and make deposit; review documentation before approving voided receipts; verify deputies' signatures before notarizing affidavits.

MINIMUM EDUCATION AND EXPERIENCE:

High School Graduate or equivalent. Minimum of 3 years clerical experience. Minimum of 1 year experience as a supervisor. Experience or training in court or law-related work for knowledge of legal documents and execution and service of process. Knowledge of basic computer operation; knowledge of basic math; knowledge of legal documents and procedural and legal processes involving the execution and service of process. Use Computer, fax, telephone, calculator and copier. Ability to communicate effectively, both orally and in writing, and to prepare clear, complete and concise reports; ability to establish and maintain effective working relationships with others; ability to read hand written or small printed words and numbers accurately; ability to effectively train and supervise employees; ability to understand and follow oral and written instructions; ability to make work decisions in accordance with laws, regulations, and policies and procedures; ability to communicate and deal effectively with the public, and individuals who may exhibit hostile behavior; ability to relate in a positive fashion to individuals from a variety of cultural, economic and ethnic backgrounds; ability to work with a diverse work force.

THE COURT IS AN EQUAL OPPORTUNITY EMPLOYER