

# THIRTEENTH JUDICIAL CIRCUIT FAMILY COURT JOB ANNOUNCEMENT

Announcement Date: **June 15, 2015**  
Job Title: **Paralegal Position**

Number of Positions Available: **1**

Full Time: Part Time: **X**

Temporary: Regular: **X**

Starting Salary: **\$14.11 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: **Ruth McCluskey**

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

***Advise of Interest to:***

**Ruth McCluskey  
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., Monday, June 22, 2015.**

Applications are available at: <http://www.courts.mo.gov/hosted/circuit13/other/jobs.htm>.

Submit resume and application forms electronically to:

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

***Summary of Duties:***

Responsible and challenging 30 hour a week county benefited position. Duties include but not limited to the preparation of juvenile dockets, assisting legal counsel with discovery requests, preparing and serving subpoenas, typing letters and other court related documents, and filing legal pleadings with the court.

***Qualifications:***

Graduation from high school and at least one year of professional employment in the legal field is preferred.

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

EOE & in Compliance with ADA