

Support Staff/Secretary I
32nd Judicial Circuit of Missouri

This is varied secretarial and financial/clerical work in a court of the Missouri State Court System. Work involves performing general secretarial and clerical duties for a management unit. Work requires the exercise of initiative, independent judgment and discretion in handling delegated details and the performance of various financial and clerical duties. Required minimum education and experience: Graduation from high school, and three to five years experience monitoring payments, grants, expenditures, and payroll systems.

This is a State of Missouri position with benefits. Starting probationary pay is \$2,086.00 per month. Equal Opportunity Employer. Submit resume by September 9, 2015 to: Randall Rhodes, Juvenile Officer, 44 N. Lorimier, Cape Girardeau, MO 63701.