

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: 11/18/2015

Posting No.: 156

EXTENSION

Position Title: Director, Probate Records (Unit Manager I) Position No.: 8399

Department: Probate - Kansas City

Work Location: 415 East 12th Street - Kansas City MO

Work Hours: 8:00 a.m. - 5:00 p.m. Monday thru Friday; additional hours as required

Salary: State Paid Position - Exempt Grade S 26 - \$1,682.50 Semi-monthly

Salary Range For Internal/Rehire Applicants: \$1,682.50 - \$2454.50 Semi-monthly

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 12/09/2015

GENERAL DUTIES AND EXAMPLES OF WORK:

To manage the efficient operation and development of the Probate Records Department functions. **Examples of Work:** Formulate and implement administrative policies and procedures. Plan, organize, and manage the activities of a professional, administrative, and clerical staff to ensure the efficient operation of all Probate records functions including receiving, processing, and maintaining judgments, orders, and other court pleadings; issuing summons, subpoenas, judgments, and orders; and collecting, accounting for, and disbursing all monies paid into the Court in Probate matters handled by the Court. Develop, prepare, and review a variety of routine and non-routine reports, spreadsheets, narratives, and other documents for the department. Develop and implement operational and administrative policies and procedures; investigate and resolve a variety of operational problems impacting the department; and provide input as required on court-wide policies and procedures. Engage in strategic planning and perform regular analysis of case processing and case flow for the department; provide input and recommendations for immediate, short-term, and long-range Court needs and objectives. Prepare, justify, implement, and monitor departmental budget. Assign, direct, supervise, and review the work of subordinate personnel both directly and indirectly. Review, approve, and/or make hiring decisions. Investigate and resolve personnel matters or recommend appropriate actions. Provide information to and answer questions from judges, other Court staff, Public Administrator, partner agencies, attorneys, and the general public related to matters involving Probate records. Work cooperatively with other departments and outside agencies as necessary. Attend and conduct meetings, seminars, and training. Perform related work as required.

MINIMUM EDUCATION AND EXPERIENCE:

Bachelor's degree in public administration, judicial administration, management, business, or a closely related field. Post graduate work or degree in a closely related field preferred. Minimum of two years in court related work, including one year experience in a supervisory capacity. Additional experience in government-related management and/or work in a large organization preferred. (Education above the minimum stated may be substituted on a year for year basis for the required general experience; experience above the minimum stated may be substituted on a year for year basis for the required education.) Knowledge of the organization, operational functions and responsibilities of the Court; knowledge of modern principles, practices, methods, and techniques of probate or other related records functions; knowledge of effective supervisory and management techniques; knowledge of personnel policies and practices, procedures, and employment law; knowledge of budget preparation and monitoring. Ability to organize, direct, and coordinate administrative activities in a manner conducive to full productivity; ability to recognize, investigate, and analyze a variety of administrative problems and devise effective solutions; ability to make sound decisions in accordance with laws, regulations, and Court policies and procedures; ability to apply specialized knowledge to individual cases and problems; ability to maintain varied and complex records and prepare clear, complete, and logical reports from these records; ability to communicate ideas, both verbal and written, in a clear and concise manner; ability to plan, schedule, assign, and supervise the work of subordinates engaged in varied activities; ability to effectively train, supervise, motivate and objectively assess the performance of employees; ability to establish and maintain effective working relationships with others, and to foster team building; ability to relate in a positive fashion to individuals from a variety of cultural, economic and ethnic backgrounds. Skill in the operation of personal and laptop computers and various electronic devices. Skill in the operation

of Microsoft Office Products and other varied software tools.

THE COURT IS AN EQUAL OPPORTUNITY EMPLOYER