



## **SUPREME COURT OF MISSOURI**

### **OFFICE OF STATE COURTS ADMINISTRATOR**

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STATE COURTS  
ADMINISTRATOR

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#### **Court Services Management Analyst I-II**

The Office of State Courts Administrator has a grant funded Management Analyst position available in the Court Business Services Division. This is a full-time professional position that provides technical and administrative assistance to family, juvenile and treatment court programs within the Missouri circuit courts. Successful candidates will have a working knowledge of the operation of local and state court systems, strong oral and written communication skills, team building skills, and the desire to work in a fast-paced, exciting environment.

Job duties include assisting with the development of statewide best practices, procedures and solutions for court programs; making onsite court visits to provide technical assistance to juvenile and family court personnel in case management best practices; use of data collection, analysis and reporting; and training development and execution. The position will specifically address the needs of juvenile courts in the area of child abuse and neglect and will be responsible for leading ongoing programs or projects as well as staffing work groups or subgroups. Scheduled travel within the state is required.

Successful candidate will have the ability to present analyses and conclusions with clarity and precision in written, oral and graphic form. Position requires independent judgment and initiative.

Minimum qualifications: Bachelor's degree in a related field of study or court management. Relevant experience may be substituted on a year-for-year basis for the education requirement.

Starting salary range is \$38,928 - \$40,380, depending on qualifications. Application form and college transcript are both required. Application may be downloaded from our website at <http://www.courts.mo.gov/file.jsp?id=12298> or request by sending e-mail to [oscahr@courts.mo.gov](mailto:oscahr@courts.mo.gov). Submit application materials no later than February 4, 2016, to Human Resources, P.O. Box 104480, Jefferson City, MO 65110. (Like us on Facebook @ Missouri Office of State Courts Administrator) EOE