

# THIRTEENTH JUDICIAL CIRCUIT FAMILY COURT JOB ANNOUNCEMENT

Announcement Date: <b>February 4, 2016</b>	For the Office or Department of:
Job Title: <b>Secretary I/Secretary II</b>	<b>13<sup>th</sup> Judicial Circuit Family Court Juvenile Division Boone County Courthouse 705 East Walnut Columbia, Missouri 65201</b>
Number of Positions Available: <b>1</b>	Contact: <b>Ruth McCluskey</b>
Full Time: <b>X</b> Part Time:	Phone: <b>(573) 886-4200</b>
Regular: <b>X</b> Temporary:	<b>State-funded position</b>
Starting Annual Salary: <b>\$25,032.00/\$27,228</b>	

**Submit resumes/applications by 5:00 P.M., Friday, February 12, 2016.**

*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).

*You may also mail or hand deliver resumes and applications to:*

Ruth McCluskey, 13<sup>th</sup> Judicial Circuit Family Court, Juvenile Division,  
Boone County Courthouse, 705 East Walnut, Columbia, Missouri 65201

## ***Summary of Duties:***

Full time benefited position. Duties will include answering/screening calls, greeting clients, accepting payments, data entry, electronic filing of court documents, running reports, handling personnel paperwork, and other general office-related tasks.

This position involves interacting with attorneys, the public, and parties to cases. Applicants must be able to work independently, multitask, and prioritize and manage their workload. Accuracy and attention to detail is required.

## ***Qualifications:***

High School graduate or GED, and one to two years secretarial or general clerical experience. Must be motivated, personable, and have the ability to work in a fast paced office; strong secretarial and organizational skills; working experience with Microsoft Word and Excel is a must.

Starting position and salary will be determined by applicants' experience.

EOE & in Compliance with ADA