

THIRTEENTH JUDICIAL CIRCUIT

FAMILY COURT

JOB ANNOUNCEMENT

Announcement Date: June 13, 2017	For the Office or Department of:
Job Title: Paralegal Position	13th Judicial Circuit Family Court Juvenile Division Boone County Courthouse 705 E. Walnut Columbia, MO 65201
Number of Positions Available: 1	Contact: Ruth McCluskey
Full Time: Part Time: X(.75 FTE) (benefitted position)	Phone: (573) 886-4200
Temporary: Regular: X	County funded position, Non-exempt
Starting Annual Salary: \$14.11 hourly	
<p style="text-align: center;">Submit resumes and applications by 5:00 P.M., Thursday, June 22, 2017.</p> <p style="text-align: center;">Applications are available at: http://www.courts.mo.gov/hosted/circuit13/other/jobs.htm.</p> <p style="text-align: center;">Submit resume and application forms electronically to: BNE-Jobs-Juvenile@courts.mo.gov must be in PDF format</p>	

Summary of Duties:

Responsible and challenging 30 hour a week county benefitted position. Duties include but not limited to the 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.

Definition of work:

This is varied secretarial and clerical work in a court. Work involves performing general secretarial and clerical duties for a management unit. Work requires the exercise of initiative, independent judgement and discretion in handling delegated details and the performance of various clerical duties. Instructions are received from a superior on new assignments and policy matters, and advice and assistance are normally available. Work is reviewed by a superior upon completion for adherence to established policies, procedures and results obtained.

Examples of Work Performed:

These examples do not cover all of the work which may be performed as part of this position.

- Prepare settings for all juvenile dockets, including preparation of files and docket sheets with recommendations.
- Assist legal counsel with discovery request.
- Prepare and deliver subpoenas.
- Type letters and court-related documents.
- File legal pleadings with the clerk's office.

Required Knowledge, Skills and Abilities

- Knowledge of secretarial practices and procedures.
- Knowledge of business English, spelling, punctuation, and arithmetic.
- Knowledge of court procedures and policies, legal documents, terminology, laws and legal factors pertaining to the court.
- Knowledge of organization operations, functions and scope of authority of the court or activity to which assigned.
- Knowledge of the court's JIS system and how to enter and extract information in and from the system.
- Knowledge of Microsoft Office programs, particularly Microsoft Word.
- Knowledge of modern office practices and procedures.
- Ability to understand and follow oral and written instructions.
- Ability to enter information by computer, using a keyboard and mouse.
- Ability to make work decisions in accordance with laws, regulations and departmental policies.
- Ability to read and prepare legal documents.
- Ability to establish and maintain effective working relationships with others.
- Skill in the operation of standard office equipment.

Physical demands

The majority of work is performed in a professional office setting and is generally sedentary. Must possess vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

Position requires continuous sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils. Frequent side-to-side turning of neck, walking, standing, bending and stooping, pushing/pulling, twisting at waist, moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 25 lbs. from below waist to above shoulders and transporting distances up to 50 yards. Occasional squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing 20-35 lbs. from below waist to above shoulders and transporting distances up to 50 feet.

Work Environment

This job operates in a professional office environment. Professional attire required. This position routinely uses office equipment such as computers, calculators, multi-line telephones, photocopiers, printers and scanners, hand-held recording devices, filing cabinets and fax machines. This position is routinely in contact with the public, witnesses, defendants, victims, law enforcement agencies, court employees, attorneys, and members of other entities. May be exposed to irate individuals and be responsible for talking with upset litigants. Security is available in all situations.

Required Minimum Education and Experience

The following statement represents the minimum education and experience which will be used to determine qualifications if applicants. Equivalent substitution may be permitted in case of deficiencies of either experience or education. Education above the minimum stated may be substituted for up to two years of the required experience; experience in a similar position with similar job responsibilities may be substituted on a year by year basis for the required education.

Graduation from high school and at least one year of professional employment in the legal field is preferred. Must be motivated, personable, and have the ability to work in a fast paced office; strong organizational skills; working experience with Microsoft Word and Excel is a must.

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

EOE & in Compliance with ADA