

Job Announcement

A02182021LC- 417

Position: Court Clerk – Lewis County Circuit Clerk’s Office

Description: The Lewis County Circuit Clerk’s Office is seeking applicants to fill the position of Part-Time Court Clerk II, 32 hours per week, located in Monticello, Missouri. Work involves responsibility for a specific area of court case processing or for performing a variety of technical clerical functions which requires the application of independent judgment and the interpretation of statutes, policies and regulations. Work requires frequent interaction with the public providing exceptional customer service. Work may also involve financial record keeping within an automated case management system, providing direct support for a circuit judge or associate circuit judge providing a full range of responsibilities within the division's jurisdiction.

Salary/Benefits: Starting annual salary of \$22,876.80 and \$23,155.20 following successful completion of six month probationary period. This is a state paid position and all applicable state benefits will apply.

Qualifications: (Equivalent combination of relevant education and experience may be substituted on a year for year basis provided a high school diploma or GED has been obtained):
Associate’s Degree in a related field or at least 60 semester hours from an institution of higher learning and one year of varied administrative experience performing a wide range of technical office duties.

Application: A cover letter, resume and list of references may be submitted to the Lewis County Circuit Clerk’s office located at the Lewis County Courthouse, 100 E Lafayette Street, P.O. Box 8, Monticello, MO 63457. Applications will be accepted until 5:00 PM on Thursday, March 4, 2021.

The Second Judicial Circuit Court of Missouri is an Equal Opportunity/Affirmative Action Employer. In compliance with the Americans with Disabilities Act, the court will provide reasonable accommodations to qualified individuals with disabilities.