

13TH JUDICIAL CIRCUIT COURT

Boone County Juvenile Office

Boone County Courthouse, Columbia, MO



Paralegal

Positions available: One Full-time/benefited

Starting wage is \$34,840 - \$37,024 annually with the potential of a pay increase after a 6-month successful probationary period.

We are looking for a dedicated person to serve as Paralegal to the Boone County Juvenile Office. This rewarding position is a responsible and challenging full-time county benefitted position. The responsibilities included are 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.

If you are looking for an opportunity to make a difference in the lives of young people and a job you can turn into a long-term career, then consider joining our team at the Boone County Juvenile Office. We offer great benefits!

As a Boone County Paid Employee, you will have the following benefits:

- ❖ Health Insurance
- ❖ Dental Insurance
- ❖ Vision Insurance
- ❖ Savings Plan Matching
- ❖ Cafeteria Plan
- ❖ Life Insurance
- ❖ Paid Time Off
- ❖ 14 Paid Holidays per Year

Position Responsibilities:

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.

Other Required knowledge, Skills and Abilities:

- Secretarial practices and procedures.
- Business English, spelling, punctuation, and arithmetic.
- Court procedures and policies, legal documents, terminology, laws and legal factors pertaining to the court.
- Organization operations, functions and scope of authority of the court or activity to which assigned.
- Knowledge of court JIS system and how to enter and extract information in and from the system.
- Microsoft Office programs, particularly Microsoft Word and Excel.
- 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.

Minimum Qualifications:

- Graduation from high school
- 1-year experience in the legal field
- Must be motivated, personable, and have the ability to work in a fast-paced office
- Strong organizational skills

To Apply:

Applications are available electronically at:

<http://www.courts.mo.gov/hosted/circuit13/other/jobs.htm>

Or

Completed applications may be submitted electronically in PDF format to BNE-Jobs-Juvenile@courts.mo.gov or returned to the Boone County Juvenile Office at the Boone County Courthouse, Attn: Ruth McCluskey, 705 East Walnut, Columbia, Missouri 65201.

Applications will be accepted until positions are filled.

EOE & in Compliance with ADA