

All applicants must complete an application to be considered - those submitting resumes only will not be considered.

16th Judicial Circuit of Missouri

Vacant Position

Date: 10/08/2025

Posting No.: JR102055

Position Title: Law Clerk - Department of Judicial Division Position No.: P-24017

Department: Divisions - Division 09

Work Location: 1315 Locust Street - Kansas City MO

Work Hours: 8:00 a.m. - 5:00 p.m. Monday thru Friday

Salary: County Paid Position - Exempt Grade C-94 - \$54,516.80

EXTERNAL APPLICANTS CLICK HERE TO APPLY; INTERNAL APPLICANTS APPLY IN WORKDAY (The internal application for promotion/transfer may be obtained)

Employment Specialist: **LaTasha Winn**. Applicants for clerical positions which require skill testing must be tested for consideration.

Applications must be received by Human Resources no later than 5:00 p.m. on 10/22/2025

Basic Function and Responsibility:

Perform job duties and responsibilities and provide legal analysis and support to the judge or commissioner to ensure the efficient operation of the division. Complete legal research and work required in managing the division's pending motions list and resolving issues that arise during conferences, hearings, and trials. Monitor and manage the division's open case inventory as directed and provide whatever administrative support is necessary to meet court time standards for judicial rulings and case dispositions. Prepare courtroom for use and provide courtroom surveillance during proceedings, manage jury during jury trials and serve in the courtroom as otherwise needed. Perform general clerical duties relating to the operation of the judicial division and as requested by the judge or commissioner. Act as judge or commissioner liaison for internal and external contacts with the judicial division.

Appointing Authority and Supervision Received:

The judge or commissioner of the division is the appointing authority and exercises direct supervision over this position. The law clerk may provide supervision and/or instruction at the discretion of the judge or commissioner.

Supervision Exercised:

May share responsibility for direct supervision over law school interns with the judge or commissioner of the division.

Characteristic and Assigned Duties: (The following duties are representative of the position and do not include all duties which may be performed.)

- Perform legal research and analysis and prepare memoranda and orders pertaining to motions, pleadings, summary judgments, and legal correspondence.
- Assist and communicate with the judge or commissioner and provide facts and law, legal conclusions, and recommendations to resolve legal issues in pending cases.
- Check work queues and run statistical reports to determine motions and filings pending in the division.
- Track time limits for filing of responsive pleadings and determine the ripeness of issues for the judge or commissioner's ruling.
- Enforce attorney and party compliance with the state and local court rules by written or oral communication or court rulings as directed by the judge.
- Ensure the division's legal publications and materials are up to date.
- Review relevant training resources and court policies as required.
- Perform related work as required including but not limited to serving on teams and committees as assigned, cross-training for other jobs as assigned, and working on special projects as assigned.
- Inform the judge or commissioner of case activity and scheduling concerns.
- Perform necessary duties in setting hearings, conferences, reviews, meetings, and trials, docketing actions taken by the judge or commissioner in pending cases, and completing work required to move cases to a timely conclusion.
- Contact attorneys to request proposed orders and judgments or supplemental documents.
- Run reports to track new cases assigned to the division and cases without future hearings.
- May include, monitoring and maintaining security in the courtroom during proceedings.
- Check and confirm electronic equipment in the courtroom is in operating condition and see that necessary repairs and adjustments are made.
- Ensure recording of courtroom proceedings as required, by digital recording or division court reporter.
- Record appearances of parties and attorneys at hearings, and open and close court sessions.
- Administer and take oaths.
- Instruct jurors and monitor juror activities during jury trials and communicate with the judge regarding any unusual activities or information received from a jury.
- Order meals for the jury and pick up food from places that do not deliver.
- Collect and provide information to jurors and contact employers regarding a juror's service.
- Supervise sequestered juries requiring possible overnight stays and irregular work

hours.

- Arrange for interpreter services.
- File documents, make copies, create requisitions, and pick up supplies.
- Run errands for judge or commissioner and other division staff.
- Preserve or scan and complete data entry required for keeping the electronic case record, docket pleadings, orders and judgments received or generated in division.
- Communicate with attorneys, parties, agency representatives, and other court departments and staff at the instruction of the judge or commissioner, or other members of division staff.
- Facilitate chambers hearings, conferences and meetings, and telephone conferences.
- Consult with the judge or commissioner and the court public information officer concerning media requests.
- Performs other duties as required.

Knowledge, Skills, and Abilities: (This job description does not include specific physical requirements necessary to perform the job, such as, carrying, standing and lifting. Such requirements vary from position to position and may be determined by the appointing authority.)

- Considerable knowledge of court procedures and policies, legal documents, laws and legal factors pertaining to the court.
- Knowledge of business and legal technical English, spelling, and punctuation; and Microsoft office applications.
- Ability to communicate clearly and concisely, verbally and in writing, in a tactful and courteous manner with diverse parties.
- Ability to establish and maintain effective working relationships with internal and external stakeholders from diverse cultures and backgrounds.
- Ability to produce clear, complete, and logical reports, letters, memoranda, legal documents, etc.
- Ability to apply legal principles and specialized knowledge to individual cases and problems.
- Ability to analyze, appraise and organize facts, evidence, and precedents and prepare written recommendations and/or opinions.
- Ability to exercise good judgment and make independent decisions in accordance with general policy and objectives.
- Ability to deal effectively with the public and to create a helpful atmosphere.

MINIMUM EDUCATION AND EXPERIENCE:

Minimum 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.)

Juris Doctorate degree from an accredited law school.

Necessary Special Requirement:

All candidates selected for employment will be subject to background screenings as part of the hiring process. Certain positions may also require additional checks, including but not limited to education verification, child abuse and neglect clearances, drug screenings, and physical assessments, as applicable to the responsibilities of the role.

EQUAL OPPORTUNITY EMPLOYER