

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: 10/15/2025

Posting No.: JR102079

Position Title:	Director - Civil Process	Position No.:	P20365 (7088)
Department:	Civil Records - Civil Process		
Work Location:	1305 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-124 - \$87,235.20-\$109,054.40 Salary		

EXTERNAL APPLICANTS CLICK HERE TO APPLY; INTERNAL APPLICANTS APPLY IN WORKDAY (The internal application for promotion/transfer may be obtained) Employment Specialist: **Jannice Okoye**. 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 10/29/2025

Basic Function and Responsibility:

This director level position performs complex and varied professional work as a member of the court administrator's upper level management team. Being a member of upper management, requires leading within the court's policies, practices, and personnel administration, while also operating within applicable law, court rules, and the ethical standards required in the court environment. Critical to this role is managing the safe and efficient operation and development of the Civil Process department and its personnel. The department's functions include the service and execution of process, as well as the administration of Jackson County's annual delinquent land tax sale. These department functions are more typically handled by the sheriff in other jurisdictions. The Home Rule Charter of Jackson County, however, places responsibility for these functions with the court. Some department functions pose a level of risk, which requires constant assessment and management to assure the safety of court staff and the public.

Appointing Authority and Supervision Received:

The court administrator is the appointing authority. Supervision is provided by the deputy court administrator circuit court. Work is monitored by results of assignments and projects, deadlines met, and meetings.

Supervision Exercised:

The director of civil process will provide supervision of all staff within civil process. They will directly supervise members of the department management team and the administrative assistant for the department.

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

- Manage the administration of the annual delinquent land tax sale, including the planning for, conduct of, subsequent hearings resulting from, and distribution of proceeds of such sale, working in cooperation with both other court and county departments.
- Administer the service and execution of all process for which the court is responsible.
- Review, develop, and implement departmental operational or administrative procedures, including those needed to address risk management and better assure employee safety.
- Monitor the quality, quantity, timeliness, and procedural compliance of the department's work as it relates to service and execution of process in order to plan for, or address, issues that could impact departmental efficiency and effectiveness.
- Develop, prepare, and review a variety of routine and nonroutine reports, spreadsheets, narratives, and other documents for the department in order to provide updates, including formal reports, on the department's workload, status, and/or other relevant measures.
- Develop and manage departmental staff within court guidelines for all aspects of the employment relationship from hiring to termination.
- Develop and manage a departmental budget within court guidelines.
- Participate and assist in special projects and committees or teams as assigned.
- Perform 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.)

- Knowledge of service and execution processes, familiarity with legal documents including court orders, as well as laws, pertaining to the department's responsibilities.
- Knowledge of law enforcement practices, firearm safety, and de-escalation techniques.
- Thorough knowledge of personnel policies, practices, procedures, and employment law.
- Proven ability to make sound decisions consistent with laws, regulations, and policies.
- Ability to maintain varied and complex records and prepare reports from these records.
- Ability to recognize, review and analyze, and, when appropriate, investigate a variety of administrative issues, and to devise and implement effective solutions.
- Ability to communicate effectively, both orally and in writing, and to prepare clear, complete and logical reports, department operating procedures, and/or correspondence.

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.)

Bachelor's degree in public or business administration, criminal justice, or a related field plus six years of work experience in law enforcement, service of process, legal setting, or a closely related field, including three years in a management capacity (with the demonstrated ability to manage/lead employees through other supervisory/ management level personnel).

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

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