

**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: 12/29/2025**

**Posting No.: JR102174**

<b>Position Title:</b>	<b>Administrative Assistant - Field Services</b>	<b>Position No.:</b>	<b>P-24354</b>
<b>Department:</b>	<b>Field Services</b>		
<b>Work Location:</b>	<b>501 East 27th Street - Kansas City MO</b>		
<b>Work Hours:</b>	<b>Varies Hours</b>		
<b>Salary:</b>	<b>County Paid Position - Non-exempt Grade C-105 - \$16.60 - \$20.74 Bi-weekly</b>		

**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 1/12/2026**

**Basic Function and Responsibility:**

The administrative assistant provides clerical and administrative support to the juvenile probation unit, ensuring efficient day-to-day operations. This role involves managing case files, maintaining records, scheduling meetings, and providing general assistance to probation officers and supervisors in a fast-paced and confidential environment.

**Appointing Authority and Supervision Received:**

The deputy court administrator of family court is the appointing authority. The administrative assistant receives direct supervision by the program manager of the unit.

**Supervision Exercised:**

None.

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

- Prepare, organize, and maintain juvenile case files, reports, confidential records, and documentation in both physical and digital formats.

- Type, format, and edit court reports and other legal documents to ensure accuracy, clarity, and compliance with agency standards.
- Draft, format, and proofread correspondence, and court-related documents.
- Answer phones, direct calls, and assist visitors, clients, and families with inquiries.
- Schedule appointments, court hearings, and meetings for probation officers and supervisors.
- Monitor and update electronic databases and case management systems.
- Process incoming and outgoing mail, including time-sensitive legal documentation.
- Maintain inventory, order office supplies as needed, and maintain office equipment.
- Assist with onboarding and training materials for new hires or interns.
- Support case tracking and data collection efforts for statistical and compliance reporting.
- Provide backup support to reception or other administrative staff as necessary.
- Ensure confidentiality and adherence to juvenile justice regulations and privacy standards.
- 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 administrative practices.
- Considerable knowledge of business English, spelling, punctuation and arithmetic.
- Considerable knowledge of court procedures and policies, legal documents, laws and legal factors pertaining to the court.
- Considerable knowledge of organization operations, functions and scope of authority of the court or activity to which assigned.
- Ability to understand and follow oral and written instructions.
- Ability to make moderately complex decisions in accordance with laws, regulations and departmental policies and procedures.
- Ability to maintain administrative, fiscal and general records and to prepare reports and answer questions from records.
- Ability to compose correspondence and to perform office management details.
- Ability to establish and maintain effective working relationships with others.
- Skill in the operation of standard office equipment.

**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.)

High school diploma or equivalent plus three years of administrative or general clerical experience.

**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**