

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: 1/14/2026

Posting No.: JR102240

Position Title: Judicial Administrative Assistant

Position No.: P100030

Department: Divisions - Division 45

Work Location: 625 E. 26th Street - Kansas City MO

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

Salary: State Paid Position - Non-exempt Grade S 19 - \$17.71 Hourly

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 2/12/2026

Basic Function and Responsibility:

The senior court clerk position is highly responsible advanced work using an electronic filing system in a court within the Missouri State Court System. Work involves responsibility for court case processing which may require the application of independent judgment and the application of statutes, policies and regulations, with minimal supervision. 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; or supervision of other staff.

Appointing Authority and Supervision Received:

The court administrator is the appointing authority. The senior court clerk receives direct supervision from a principal court clerk, unit supervisor, court manager, chief court operations manager, judge or appointing authority.

Supervision Exercised:

This position may instruct lower level staff on specific projects or tasks.

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

- Performs case processing in receiving and initiating case files; performs technical duties such as reviewing judgments, preparing warrants, summonses, garnishments and executions, bond settings, and docket control.
- Reviews legal documents for necessary information required for filing; determines processing required and takes necessary action in accordance with court rules requiring a detailed knowledge of applicable terminology, rules, and procedures.
- Performs accounting duties in receiving and disbursing monies, reconciles financial accounts, and prepares daily and monthly financial reports.
- Provides information and customer assistance in person, via telephone, email or other mediums (without giving legal advice) (i.e., pro se litigants, attorneys, reporters, law enforcement, other judicial agencies, co-workers, supervisors, and judges).
- Prepares a variety of documents related to court operations including court orders, court calendars, notices of hearings, court appearances or reports; coordinates the flow of documents necessary for court assignments; and properly queues electronically filed proceedings for processing.
- Serves in the courtroom, swears in litigants and witnesses, operates electronic sound recording equipment, makes docket entries to reflect case progress and other courtroom related duties.
- Prepares juror lists and performs related work involving summonses, appearances and payments of jurors using an automated jury management system.
- Contacts attorneys and other court personnel to resolve technical discrepancies with court filings.
- Assist with on-the-job training for new staff.
- Enters orders, courts dates, pleadings and other court matters.
- Interacts with the public in a timely and courteous manner.
- Creates and processes copies of official legal documents.
- Assist appointing authorities or managers in the administration of time and attendance of employees and the distribution of workloads.
- 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.)

- Advanced knowledge of court procedures and policies, legal documents, laws and legal factors pertaining to the court.
- Advanced knowledge of organization operations, functions and scope of authority of

the court.

- Ability to work independently and manage time effectively while handling a high-volume workload in an environment subject to frequently changing priorities and high stress.
- Ability to exercise good judgment and make independent decisions in accordance with general policy and objectives.
- Ability to maintain a variety of complex records and prepare reports from an automated system.
- Ability to establish and maintain effective working relationships with internal and external stakeholders.
- Ability to communicate clearly and concisely, verbally and in writing, in a tactful and courteous manner with diverse parties.
- Ability to work with minimal supervision and follow oral and written instructions.
- Requires strong time management and organization skills with the ability to be detail oriented.
- Ability to recognize and troubleshoot employee relations issues and resolve or report issues as appropriate.

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.)

Associate's degree in a related field or at least 60 semester hours from an institution of higher learning plus two years of varied administrative experience performing a wide range of technical office duties.

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.

EMPLOYEES MAY BE EXPOSED TO: Evidence and testimony that may be disturbing, such as photographs of violent scenes and victims and or sexually explicit material; evidence that may include syringes, drugs, weapons and blood; the public who may potentially be verbally or physically abusive, allergens, such as perfumes and dust; and unpleasant odors, such as unwashed clothing or chemicals offered into evidence.

EQUAL OPPORTUNITY EMPLOYER