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: 2/06/2026
Posting No.: JR102316

Position Title:	**Administrative Assistant - Residential Services**	**Position No.:**	**P-23759**
Department:	**Residential Services - Administration**		
Work Location:	**2729 Gillham - Kansas City MO**		
Work Hours:	**9:00 a.m. - 5:00 p.m. Monday thru Friday; additional hours as required**		
Salary:	**County Paid Position - Non-exempt Grade C-105 - $17.10 - $21.36 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 4/10/2026

BASIC FUNCTION AND RESPONSIBILITY:

This is responsible and varied administrative work and may involve the performance of minor administrative assignments in a court of the Missouri State Court System, or in an office of the circuit court charged with implementation of a statewide program to centralize fine collection. Work involves serving as secretary to a commissioner, unit manager, or performing administrative work or comparable responsibility. Work may also involve the secondary performance of court clerical duties and may involve some courtroom work. The level of work performed is differentiated by the greater degree of independence, exercise of considerable initiative and judgment and discretion in screening calls and visitors. Work is reviewed for the achievement of desired results and adherence to established policies and procedures.

Appointing Authority and Supervision Received:

The deputy court administrator of family court is the appointing authority. The administrative assistant receives direct supervision by the director of the department.

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.)

- Serves as secretary to a circuit judge, circuit clerk, commissioner, unit manager or director of a centralized fine collection center; interviews, screens, and refers callers and visitors; answers various inquiries personally; maintains appointment schedules; maintains judge's calendar; maintains files of correspondence and court documents.
- Initiates the filing of cases; prepares supportive case materials such as docket sheet, summons and index cards; sets cases on docket.
- Prepares notices of hearings in the setting of cases; reviews case files to determine the pertinent facts to be included in notices of hearing; keeps case status reports current; maintains direct contact with circuit clerk offices to coordinate jury trial requirements; keeps petit and grand jury records, prepares jury payroll.
- Transcribes letters, orders, opinions and other legal dictation and correspondence; types court-related documents such as judgment and sentence and correspondence from dictating machine, copy shorthand notes.
- Performs a variety of office administrative tasks in relieving a superior of important details; prepares status reports, receives and receipts money; posts daily receipts; audits and pays invoices and claims; balances accounts; prepares routine financial reports; prepares filing systems; plans and maintains an adequate supply of office materials and supplies; relays complex and important instructions and messages.
- Coordinates and may supervise the work of subordinate clerical employees; maintains various office records pertaining to personnel, purchasing, travel expenses, contracts, billings, insurance, equipment and related activities.
- May perform the duties of a court clerk as needed; may call jury and swear witnesses; may operate electronic recording equipment.
- 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.)

Graduation from high school 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