

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: 2/10/2026

Posting No.: JR102332

Position Title:	Administrative Assistant	Position No.:	P-0143
Department:	Juvenile Office		
Work Location:	625 E. 26th Street - Kansas City MO		
Work Hours:	8:00 a.m. - 5:00 p.m. Monday thru Friday		
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 4/15/2026

Basic Function and Responsibility:

This is responsible, detail-oriented, and varied legal work involving the performance of administrative assignments in the office of the chief juvenile officer. Work includes professional, diplomatic interactions with the public and agency partners, whether in person, by email or telephone. Work is reviewed for the achievement of desired results and adherence to established policies and operational procedures.

Appointing Authority and Supervision Received:

The chief juvenile officer is the appointing authority. The chief deputy juvenile officer provides direct supervision.

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 administrative assistant to attorneys representing the chief juvenile officer, and paralegals, including but not limited to, preparation of pleadings, subpoenas, correspondence, and service of process documents. Screens and refers callers and visitors to the person within the office who can help them, relaying important and complex instructions, information, and messages. Answers various inquiries personally. Maintains files of correspondence and court documents. Prepares, maintains, and files casefiles, both in paper and electronic formats, with the electronic format being within case management software. Enters information in case management software. May prepare casefiles and organize dockets for court hearings. May attend court to assist with service of process.
- 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 best practices.
- Considerable knowledge of business English, grammar, spelling, and punctuation.
- Knowledge of court procedures and legal documents.
- Ability to understand and follow oral and written instructions.
- Ability to make moderately complex decisions in accordance with laws, regulations, and departmental policies and operational procedures.
- Ability to organize and maintain administrative and general records, and answer questions from office records.
- Ability to compose correspondence, communicating effectively and positively.
- Ability to establish and maintain effective and positive working relationships with individuals of diverse backgrounds, and to establish and maintain effective and positive working relationships within the Juvenile Office, and others working within the court.
- Skill in the operation of standard office equipment, computer software, and programs.
- Knowledge and strict observance of ethics, including maintenance of confidential information.

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.

Legal administrative assistant experience preferred.

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