

COVID-19 Compliance Officer

This position is created based on the recommendations of the Missouri Supreme Court. The compliance officer duties will include the following:

1. Ensure those visiting the Justice Center and Administration Building are following posted guidelines for conducting business in the courthouse. Those posted guidelines will include orders or directives by the presiding Judge, County Commissioner, Health Department and CDC.
2. Ensure personal protection equipment such as gloves, mask, hand sanitizer are readily available to judicial staff, administrative staff, attorneys, court security personnel and citizens conducting business within any of the Justice Center and Administration Building locations.
3. Compliance officer will oversee the responsibilities of those who are supervising and controlling the lobby of the courts and areas designated as staging areas for those waiting for their cases to be called.
4. Compliance officer will coordinate and assist with the cleaning staff that bathrooms, counters and other public places are regularly sanitized during the day.
5. Other duties as assigned for safety.

We are hiring for five seasonal positions up to 32 hours a week. Starting pay is \$15 an hour. Must pass a drug test and background check.

Please submit application in person or mail application to:

Human Resources 1 Court Circle NW Suite 18 Camdenton MO 65020

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