

IN THE 26TH JUDICIAL CIRCUIT
CAMDEN, LACLEDE, MILLER, MONITEAU and MORGAN COUNTIES
Vacant position

Position Title: Secretary/Reception
Department: Circuit Judges' Office, 26th Circuit
Work location: Camdenton, Missouri
Work hours: 8:00 – 4:30 p.m. – Monday – Friday; additional hours as required
Salary: 5 County Circuit paid position starting minimum - \$16.29/hour

Requirements include the following:

Work involves performing general secretarial and clerical duties for a management unit. Work requires the exercise of initiative, independent judgment and discretion in handling delegated details and the performance of various clerical duties. Instructions are received from a superior on new assignments and policy matters, and advice and assistance are normally available. Work is reviewed by a superior upon completion for adherence to established policies, procedures and results obtained.

Examples of Work Performed (Any one position may not include all of the duties listed, nor do the examples cover all the duties which may be performed.)

Types correspondence, docket sheets, memoranda and motions and other materials from copy or notes; takes minutes of meetings r conferences in and prepares drafts of proceedings; composes and types routine letters, notices and other materials.

Screens and refers callers and visitors, answers various inquiries personally and provides information on the court and court schedule; maintains appointment schedules.

Compiles and completes data for administrative and public reports, bulletins, questionnaires and other documents; prepared moderately complex work sheets and tables from standardized raw data making necessary arithmetic computations; establishes and maintains filing systems.

Prepares, compiles, and maintains various records on office activities such as personnel, payroll, budget, purchasing, travel expenses, and related activities.

Performs moderately complex court clerical assignments requiring knowledge of court processes such as preparation and processing of notices of appeal or preparation and typing of daily dockets.

Receives, date stamps, and routes mail, processes registered mail.

Performs related work as required.

Knowledge, Skills and Abilities (This job description does not include specific physical requirements necessary to perform the job, such as, carrying, standing, lifting. Such requirements vary from position to position and may be determined by the appointing authority.)

Knowledge of secretarial practices and procedures.

Knowledge of business English, spelling, punctuation, and arithmetic.

Knowledge of court procedures and policies, legal documents, laws and legal factors pertaining to the Court.

Knowledge of JIS program/SMC program preferred but not required.

Knowledge of organization operations, functions and scope of authority of the court or activity to which assigned.

Knowledge of modern office practices and procedures.

Ability to understand and follow oral and written instructions.

Ability to make work decisions in accordance with laws, regulations and departmental policies and procedures.

Ability to maintain a variety of complex records and prepare reports from such records.

Ability to establish and maintain effective working relationships with others.

Skill in the operation of standard office equipment

Minimum Education and Experience:

(The following statement represents the minimum education and experience which will be used to determine qualifications of applicants, provided equivalent substitution will be permitted in case of deficiencies of either experience or education. Education above the minimum stated may be substituted on a year for year basis for the required general experience; experience above the minimum stated may be substituted on a year for year basis for the required education.)

Graduation from high school, and two years of secretarial or general clerical experience.

THE COURT IS AN EQUAL OPPORTUNITY EMPLOYER

Please apply with resume to: Office of the Circuit Judge
1 Court Circle, Suite 9
Camdenton, Missouri 65020

Or emailed to: carla.ivey@courts.mo.gov

Resume must be received no later than March 14, 2023 at 4:30 p.m.