

Job Posting

Christian County Juvenile Office Secretary II

Definition of Work

This is responsible and varied secretarial work and may involve the performance of minor administrative assignments in a court of the Missouri State Court System. Work involves serving as secretary to a commissioner, unit manager, or performing secretarial work of 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.

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

Serves as secretary to a circuit judge, circuit clerk, commissioner, unit manager or chief juvenile officer; 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's offices to coordinate jury trial requirements; keeps petit and grand jury records, prepares jury payroll.

Takes shorthand dictation and 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, budget, 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; and may operate electronic recording equipment.

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, and lifting. Such requirements vary from position to position and may be determined by the appointing authority.)

Considerable knowledge of secretarial practices and

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.

Required 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 three years secretarial or general clerical experience. This is a state funded position with a minimum salary of \$27,768.00 with state funded benefits.

Interested parties should send resume to Chief Juvenile Officer Perry Barnes, via email, perry.barnes@courts.mo.gov or to 202 West Elm, Ozark, MO 65721.

Position is open until filled.