

JOB POSTING



46th Judicial Circuit
Taney County
Secretarial Administrative Assistant
(NON-STATE POSITION)
This position will remain posted until filled



Starting Salary: \$14.04

Full-Time Equivalent (FTE): 40 Hours/Week

Definition of Work: This is responsible and varied secretarial work and may involve the performance of administrative assignments. Work involves serving as secretary to the Juvenile Office as needed and performing secretarial or administrative work generally as requested by the Chief Juvenile Officer. 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 by a superior 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, or do the examples cover all the duties that may be performed.)

Serves as secretary/administrative assistant as directed by the Chief Juvenile Officer with oversight by the Secretary II; interviews, screens, and refers callers and visitors; answers various inquiries; maintains files of correspondence and court documents.

May receive or retrieve mail, route mail, or stamp mail as required. May be responsible for ordering supplies and organizing and maintaining files.

Prepares supportive case materials such as docket sheets and summons. Types correspondence, docket sheets, memoranda and motions and other materials from copy or notes; takes minutes of meeting or conferences 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.

May compile and complete data for administrative and public reports, bulletins, questionnaires and other documents; may prepare moderately complex work sheets and tables from standardized raw data making necessary arithmetic computations; may establish and maintain filing systems and file documents. Work closely with Office State Court Administration and Taney County Circuit Clerk.

May prepare, compile, and maintain various records on office activities such as personnel, payroll, budget, purchasing, travel expenses, and related activities; assist the Chief Juvenile Officer in preparation of the annual budget.

Performs moderately complex court clerical assignments requiring knowledge of court processes including assisting the head secretary and juvenile officers with entering cases in JIS, creating docket sheets, creating Law Day notices, maintaining case files, generating letters, creating orders, etc.

*The 46th Judicial Circuit is an Equal Opportunity Employer.
In compliance with the Americans with Disabilities Act, the court will provide
reasonable accommodations to qualified individuals with disabilities*

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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 Chief Juvenile Officer.)

Knowledge of secretarial practices and procedures, including proficiency in English, competency in punctuation, spelling, and arithmetic.

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

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

Knowledge of the operation of standard office equipment.

Knowledge and proficiency of computer skills in the use of programs (or be able to learn) including but not limited to JIS, coding, Microsoft Word, Excel (database, spreadsheets, etc.).

Ability to understand and follow oral and written instructions.

Ability to multitask.

Ability to maintain confidentiality.

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 relationship with others.

Ability to take direction and work with initiative.

Required Minimum Education and Experience: (The following statement represents the minimum education and experience that 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.

How Do I Apply:

Interested parties should send resume by mail to:

Chief Juvenile Officer Bart Owen, Taney County Juvenile Office

Post office Box 482. Forsyth MO 65653

OR electronically to:

For additional information, this job is posted online at www.taneycounty.org

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