

POSITION ANNOUNCEMENT

The Appointing Authority Panel of Franklin County announces an opening and seeks applicants for a Court Clerk position. Persons should indicate their interest by mailing or delivering a resume to the Appointing Authority Panel, 401 E. Main St., Room 100A, Union, MO 63084, or by e-mailing a resume to HRFranklin@courts.mo.gov. No telephone inquiries accepted.

The Court Clerk position is advanced work using an electronic filing system in a court within the Missouri State Court System.

Duties:

Performs technical court clerical work in the filing, processing, and disposition of probate, small claims, criminal, civil, and juvenile cases; determines processing required and takes necessary action in accordance with court rules or refers difficult matters to supervisors; operates electronic sound recording equipment, and other courtroom related duties; assists in scheduling trials, hearings, continuances and other matters; answers inquiries and furnishes information by reviewing court records; performs related work as required.

Minimum Qualifications:

Associate's Degree in a related field or at least 60 semester hours from an institution of higher learning and one year of varied administrative experience performing a wide range of technical office duties. [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.]

Starting annual salary of \$35,429., plus excellent benefit package including, but not limited to, pension plan, deferred compensation plan, life insurance, medical/dental/vision insurance, accrual of 15 sick leave days and 15 annual leave days per year that rollover and 13 paid holidays. (salary and benefits compute to over \$53,000 per year).

The 20th Judicial Circuit is an equal opportunity employer.

This position is open until filled.

Posted: November 14, 2024