

46th Judicial Circuit

Taney County

Job Title:

Secretary to Presiding Judge

Salary Range:

Probationary pay of \$33,276.00 annually

\$33,840.00 annually following successful completion of six month probationary period

Location:

Taney County

Duties:

This is highly responsible executive secretarial work involving complex work methods serving as primary secretarial support to the Presiding Judge of the 46th Judicial Circuit.

Work involves performance of varied and complex secretarial duties including administrative functions as assigned by the presiding judge. An employee of this class performs responsible duties requiring discretion and judgment in making working decisions and has a higher level of delegated secretarial responsibility such as maintaining circuit court dockets, coordinating judicial assignments and transfers, and assuming responsibility for administrative tasks under supervision of the presiding judge.

Qualifications:

Applicant must be a graduate from high school. Applicant should also possess four years of experience in secretarial or general clerical work. The ability to work independently and make higher level decisions is a must. Education and experience may be substituted on a year for year basis.

Additional Information:

This position is regulated by Missouri State Court classification of Secretary to Presiding Judge and all applicable state benefits will apply.

How to Apply:

Qualified candidates shall submit a cover letter and resume to:

Honorable Tony Williams

PO Box 129

Forsyth, Mo 65653

Or e-mail to: Beth.Wyman@courts.mo.gov

Closing Date: December 2, 2016

*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.*