

Job Announcement
Cole County Circuit Court
Court Administrator

The Cole County Circuit Court is seeking a Court Administrator to manage and coordinate the administrative services of the Court. This is responsible administrative and managerial work in managing and coordinating the non-judicial activities of the Court.

Work is performed under the direct supervision of the presiding judge. The employee is expected to implement the policies and local court rules of the presiding judge and court en banc with minimum supervision. Work may involve the supervision and coordination of the work activities of a small staff of secretarial, professional, or administrative employees as delegated.

Qualified candidates will have at least a Bachelor Degree in administration and five years of increasing responsibility in a management or administrative role. Grant writing experience preferred.

Starting annual salary is \$48,396.00. Interested persons should submit resume to: Patricia Joyce, Presiding Judge, P.O. Box 1870, Jefferson City, MO 65102-1870 by September 15, 2020.

Cole County Circuit Court is an Equal Opportunity Employer