



*County of Greene, Missouri*

## **Employment Vacancy Announcement**

**August 30, 2010**

### **Secretary JUVENILE DIVISION**

**Full-Time Days  
Starting rate: \$10.67 per hour**

The Greene County Juvenile Division is accepting applications for the position of Secretary, to perform a variety of secretarial support tasks for the Juvenile Office, under the supervision of the Office Manager.

#### **Essential Duties and Responsibilities:**

Keep official records and executes secretarial duties. Prepares case files, correspondence and memorandums. Prepares notices, petitions, orders, subpoenas, summons, and warrants. Acts as custodian of case files and records. Files dockets and other case information to conform with statutes. Operates main phone system. Receives, screens and routes caller to appropriate party. Performs all other duties as assigned.

Must possess the ability to communicate orally and in writing with support staff, court personnel, and the public.

#### **Minimum Requirements:**

High school diploma or equivalent, vocational/technical training in secretarial science or related area, two years professional secretarial experience, preferably in a legal setting, with proficiency in word processing and office automation applications with a typing speed of 50 wpm desired, or any other combination of education and experience that provides equivalent knowledge, skills, and abilities. Strong excel proficiency a must. Must be a team player.

#### **How to Apply:**

Interested persons must submit a resume AND application to Human Resources, 933 N. Robberson, Springfield, MO 65802. **Deadline to apply: September 3, 2010**

*Greene County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities.*