# Tip the scales in your favor!

Get a Job at the...

## 16th Judicial Circuit Court of Jackson County, MO

Open positions with the Court are posted in several places.

- Apply online at: https://www.16thcircuit.org/careers
- Informational Screens on the 3<sup>rd</sup> floor of the downtown courthouse
- 16th Judicial Circuit Court of Jackson County, Missouri Human Resources Dept. – 10<sup>th</sup> floor 415 E 12th Street, Kansas City, MO 64106 (816) 881-3559 (3229 fax)



#### TYPES OF POSITIONS OFFERED

- Attorneys & Law Clerks Case Management Officers
- Information Tech. Staff Juvenile Probation Officers
  - **Custodians & Cooks Youth Workers** 
    - Accountants & Staff
- **Process Servers**
- Clerical Personnel
- Managers & Supervisors
- Maintenance Staff

#### **BENEFITS**

- Health, Life, Dental & Vision coverage
- Retirement plan

New Years' Day

Lincoln's Birthday

Truman's Birthday

**Presidents Day** 

**Paralegals** 

Sick & Annual leave

Martin Luther King Jr. Day

**Deferred Compensation** 

- Discounts at recreational facilities
- Free parking, or
- **Bus Pass**
- And much more!

#### 13 PAID HOLIDAYS\*

- Memorial Day
- Juneteenth
- Independence Day
- Columbus Day

- Veterans Day
- Thanksgiving Day
- Christmas Day

- Labor Day

### **LOCATIONS**

The 16<sup>th</sup> Judicial Circuit Court of Jackson County, Missouri has multiple facilities throughout the Kansas City area. Most locations are within close proximity to public transportation.

- Downtown Courthouse 415 E 12th Street, KCMO 64106
- Community Justice Center 1305 Locust Avenue, KCMO 64106
- Albert Riederer Justice Center 1315 Locust Avenue, KCMO 64106
- Eastern Jackson County Courthouse 308 W Kansas Avenue, Independence, MO 64050
- Family Justice Center 625 E 26th Street, KCMO 64108
- Hilltop Residential Center 301 NW Gregory Boulevard, Lee's Summit, MO 64064
- Kemp Building 2729 Gillham Road, KCMO 64108

#### APPLICANT TIPS

- The Court does not have a residency requirement.
- Reference & Security checks will be conducted for all applicants.
- Certain positions require testing be completed (clerical, youth worker, etc.)
- Drug testing may be required before a position is offered.
- A post-offer physical exam & physical abilities test may be required for certain positions.
- Group interviews may be performed for some Family Court positions.
- An application must be completed for employment consideration, resumes only are not accepted.













816) 881-3

<sup>\*</sup>Some positions require shift work, weekends, holidays, and evening hours.