

Great Benefits

The 16th Judicial Circuit Court offers a comprehensive benefits package including:

- ✓ **health, life, dental and vision coverage**
- ✓ **retirement**
- ✓ **sick and annual leave**
(10 hours accrued per month if in a full-pay status)
- ✓ **deferred compensation**
- ✓ **a credit union**
- ✓ **discounts at recreational facilities**
- ✓ **free parking**
- ✓ **And more!**

Paid Holidays

The 16th Judicial Circuit Court employees enjoy **13 paid holidays a year.**

The Circuit Court of Jackson County, Missouri is a non-partisan Court. Employees of the Court are prohibited from directly or indirectly making contributions to or holding any office in a political party or organization or taking part in any political campaign.

Employment Opportunities

Employment opportunities with the 16th Judicial Circuit Court are posted in several places.

View and apply online at:
www.16thcircuit.org

**Human Resources Department
10th Floor
Jackson County Courthouse
415 E. 12th Street
Kansas City, MO 64106
Phone: 816-881-3559
Fax: 816-881-3229**

Job openings are also posted in our other Court facilities.

*Questions? Contact one of our
Employment Specialists
at (816) 881-3559 !*

**Tip the scales
in your favor !**



Work at the...



**16TH JUDICIAL
CIRCUIT COURT
OF JACKSON COUNTY,
MISSOURI**

The 16th Judicial Court
is an Equal Opportunity Employer

Locations

Odds are that no matter where you live, there's a 16th Judicial Circuit Court facility within easy commuting distance. The Court operates in the following locations:



Jackson County Courthouse
415 E. 12th Street
Kansas City

Community Justice Building
1305 Locust
Kansas City



Albert Riederer Community Justice Complex
1315 Locust
Kansas City

Eastern Jackson County Courthouse
308 W. Kansas
Independence



Hilltop Residential Center
301 NW Gregory Blvd.
Lee's Summit

Family Justice Center
625 E. 26th Street
Kansas City



We offer diverse opportunities



for a diverse community

Some positions available at the 16th Judicial Circuit Court include (just to name a few):

★ **Youth Workers**
(Residential & Field Services)

★ **Clerical Personnel**

★ **Process Server & Execution Deputy**

★ **Case Management Officers**
★ **Juvenile Probation Officers**
★ **Deputy Juvenile Officers**

★ **Attorneys, Law Clerks and Paralegals**

★ **Custodians, Maintenance & Cooks**

★ **Management & Supervisory Staff**

★ **Information Technology Staff**

★ **Accounting Staff**

- ◆ The Court does not require employees to be residents of Jackson County.
- ◆ The Court does conduct reference and security checks. Information listed on applications will be verified.
- ◆ Selected applicants for clerical positions require clerical testing.
- ◆ A drug test may be required before a position is offered.
- ◆ Some positions require a post-offer physical exam and abilities test.
- ◆ Interviews for Youth Workers, Case Management Officers, Juvenile Probation Officers and Deputy Juvenile Officers and selected management positions are normally done on a group basis. Be prepared. There may be several interviewers conducting the interview and other applicants applying for the same position.
- ◆ You must submit a completed application to the HR Department. An online application is available by clicking on the "Click Here to Apply" button on each posting. If you have previously applied for a job with us, there should be a user name set up for you. If you are unable to complete an online application, contact us at jobs.16thCircuit@courts.mo.gov, or call 816-881-3559. **Resumes only are not accepted.** Applications are active for 90 days if you applied for the clerical, youth worker, or Bailiff/Law Clerk pools.
- ◆ Check your e-mail or the Epicor HCM Candidate Self Service for application status updates. (If you did not save the page to your favorites, just go to www.16thCircuit.org and follow the links to apply.

TIPS FOR APPLICANTS