

# How to Apply for a Job with the Court

Thank you for considering us a potential employer. We appreciate your interest in our organization and the time you will take to complete this application. We can assure you that we are sincerely interested in you as a potential employee. A clear, complete, and accurate understanding of your background and work history will aid in consideration for the position for which you apply. The 16<sup>th</sup> Judicial Circuit Court of Jackson County is an Equal Opportunity Employer which prohibits discrimination based on race, religion, color, sex, marital status, age, national origin, disability, political affiliation or other prohibited non-job related factors. Contact by us will depend upon whether job openings are or will become available for the position for which you apply and may be suitable.

## Accommodations:

If you have a disability and require assistance or accommodation in the completion of this application or in any phase of the application process, contact the Human Resources Department and make your needs known to a member of the Employment Team.

- By phone: 816-881-3559
- By fax: 816-881-3229
- By e-mail: [Jobs.16thCircuit@courts.mo.gov](mailto:Jobs.16thCircuit@courts.mo.gov)

## Before you apply:

- Review the job posting carefully and note the closing date of the position(s) you are applying for. (Youth Worker and a few other positions are always posted and do not have a closing date.)
- In order to officially be considered as an applicant for a job with the Court, **you must submit a fully completed Court *Application for Employment***. It is also not acceptable to write "see resume" on the application for employment. You may include a resume and other documents *in addition to* your application for employment by attaching them to the online application (in MS Word or Adobe format).
- You must be tested prior to any final consideration for a clerical position. Invitations to participate in clerical testing come from Human Resources.

## Submit an application:

- Go to “Careers” or “Employment” on the Courts website, and click on the posting number (Posting No.) you are interested in.

Posting No.	Job Title	Position Number	Posting Date	Closing Date
104 <u>2016275</u>	Court Clerk IV - Supervisor	8209	08/23/2016	08/31/2016

- Click on “*External Applicants Click Here To Apply Now*” on the posting.

**EXTERNAL APPLICANTS CLICK HERE TO APPLY NOW; INTERNAL APPLICANTS GO TO EPICOR ESS** (The internal application for promotion/transfer may be obtained on the HR ICON on Lotus Notes) Employment Specialist: Mark Wienke. Applicants for clerical positions which require skill testing must be tested for consideration. ALL CURRENT EMPLOYEES APPLYING FOR THESE POSITIONS MUST SUBMIT AN INTERNAL APPLICATION FORM TO HUMAN RESOURCES.

- Click on “Apply” in the upper left hand corner of the job Opening Details.



- Select the position for which you wish to apply and click on the ‘pencil’ symbol at the far right of the line.

Department	Position / Job	Requisition Code	Work Site	Posting Date	Close Date	Full Time	Grade	Details	Apply
Fiscal Operations	Assistant Director (Unit Manager III)	2016006	Kansas City Courthouse	6/17/2016		✓	S32	ⓘ	
Residential Services	Back-up Youth Workers - Resident...	2016127	-	1/1/2016				ⓘ	
Divisions	Bail/Law Clerk - Divisions - Divisi...	2016266	Independence Courth...	8/12/2016		✓	C94	ⓘ	
Divisions	Bail/Law Clerk - Various Divisions	2016128	-	1/1/2016		✓	C94	ⓘ	

- If you have previously applied for a job with us, enter your username and password. If you have never applied with us before, click on “Apply for the first time” to bring up the online application.

- Answer all questions and complete information in application, clicking on “Next” or “Previous” to move from page to page within the application.
- Click on “Submit” in the upper right corner when you have reached the last page.

The online application is best viewed with Chrome or Internet Explorer 11 or higher. Visibility may also require the use of the Zoom feature on your browser.

You will receive Confirmation Emails when: 1. You create a new account. 2. After you submit your application. If you do not receive Confirmation Emails, please check your spam folder.

If you have any issues submitting an application, please email: [Jobs.16thCircuit@courts.mo.gov](mailto:Jobs.16thCircuit@courts.mo.gov)

If you need computer access to complete an application, come to the HR office at 415 E. 12<sup>th</sup> Street, 10<sup>th</sup> floor, Kansas City, MO 64106. We are open between 8:00 a.m. and 5:00 p.m. Monday through Friday, with the exception of Court holidays.

If you are unable to complete the on-line application, you may contact our office and request a paper application.

Revised 10/07/2019