



16th Circuit Court
Jackson County, Missouri

NOTICE

Court Seeks Court Administrator

The 16th Circuit Court of Jackson County, Missouri is seeking a full-time Court Administrator to oversee the strategic planning, programming and operational initiatives of the Court. As the top executive of the Court, the Court Administrator works with the Presiding Judge and the Court en Banc to oversee and coordinate the Court's various departments and operational budget. The Court Administrator also serves as the Court's liaison to the Office of State Courts Administrator and Jackson County Government.

The ideal candidate would have a strong background in management, analytics, budget control, communication skills and the ability to effectively manage the ever changing operational needs of a fast paced judicial circuit.

The Court provides an excellent salary and benefits package. The salary range based upon experience is from \$108,048 to \$162,072.

The deadline to apply is on or before Monday, October 31, 2022.

For a full job description and to apply for the position, please visit the Court's website at <https://www.16thcircuit.org/careers>