

*Tip the Scales
in
Your Favor!*



*Work
at the
16th Judicial
Circuit Court
of
Jackson County*

If you are disabled and require assistance in any phase of the application process, please contact the Human Resources Department.

**Location ...
Location ...
Location!**



Odds are that no matter where you live, there's a 16th Judicial Circuit Court facility within easy commuting distance. The Court operates in three buildings in downtown Kansas City and one building in Independence:

Jackson County Courthouse
415 E. 12th Street
Kansas City

Criminal Justice Center
1315 Locust
Kansas City

Community Justice Building
1305 Locust
Kansas City

Jackson County Court House Annex
308 W. Kansas
Independence

The Family Court has facilities located throughout Jackson County. The larger facilities are:

Family Justice Center
625 E. 26th Street
Kansas City

McCune Residential Center
21001 E. 24 Hwy.
Independence

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

***We Offer
Diverse Opportunities
For a
Diverse Community***

Employment opportunities with the 16th Judicial Circuit Court are diverse. People employed at the 16th Judicial Circuit Court include (just to name a few):



**Attorneys, Law Clerks
and Paralegals**



Clerical Personnel



Management Staff



**Custodians
and Maintenance**



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



Youth Workers



Cooks

Tips for Applicants

- ⇒ The Court does not require employees to be residents of Jackson County.
- ⇒ The Court does reference and security checks. Information listed on applications will be verified.
- ⇒ Designate your preference of a work location on the application.
- ⇒ 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. **Resumes only are not accepted.** Applications are active for 90 days. Multiple applications are not necessary for each posting. For example, we need only one application for all clerical positions.

Apply Within . . .

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

Website:

www.16thcircuit.org

Application forms are available on this website to download, print and complete.

Job Information Line

816-881-3470

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.

Great Benefits

The 16th Judicial Circuit Court offers a comprehensive benefits package including: health, life, dental, and vision coverage; retirement, sick and vacation leave (10 hours accrued per month if in a full-pay status), deferred compensation, a credit union, discounts at recreational facilities, savings bonds, and free parking. **And there's more!**

Paid Holidays

The 16th Judicial Circuit Court employees enjoy **12 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.

Questions? Contact one of our Employment Specialists!

The 16th Judicial Circuit Court is an Equal Opportunity Employer