



SUPREME COURT OF MISSOURI
OFFICE OF STATE COURTS ADMINISTRATOR

GREGORY LINHARES
ADMINISTRATOR

2112 Industrial Drive
P.O. Box 104480
Jefferson City, Missouri
65110

PHONE (573) 751-4377
FAX (573) 751-5540

Court Programs Manager

The Office of State Courts Administrator has a position available to provide staff supervision, management over grants, and court programs in the Division of Court Programs, Research, and Education. The position provides technical assistance to the circuit courts to improve court processes in juvenile and family court proceedings, particularly in the areas of permanency planning, implementation of specialized dockets, court programs consistent with circuit courts organization and administration. In addition the position requires ongoing research and assessment of current practice, knowledge of case management procedures in order to provide targeted technical assistance. Other responsibilities include staffing juvenile and family court committees/commissions, providing technical assistance on related family and juvenile court projects, accessibility of services, and court security, in addition to tracking legislative issues, producing accurate and comprehensive written documents and reports. Excellent writing, communication, and research skills are essential. State-wide travel is required.

Minimum qualifications: Bachelor's degree in criminal justice, business or public administration or related field and six years of responsible professional and/or supervisory experience of which two years must have been professional court related experience. Masters degree in public, business or court administration may substitute for two years of the general experience. Relevant experience may substitute on a year for year basis for required education.

Starting annual salary range is \$57,864 - \$64,272, depending on qualifications. Application form and copy of college transcript are both required. Application can be downloaded at <http://www.courts.mo.gov/page.jsp?id=3191> or request by e-mail to oscahr@courts.mo.gov or by calling (573) 751-4377. Submit to Human Resources Office, P.O. Box 104480, Jefferson City, MO 65110. Position is open until filled. EOE