

# INFORMATIONAL DIRECTORY

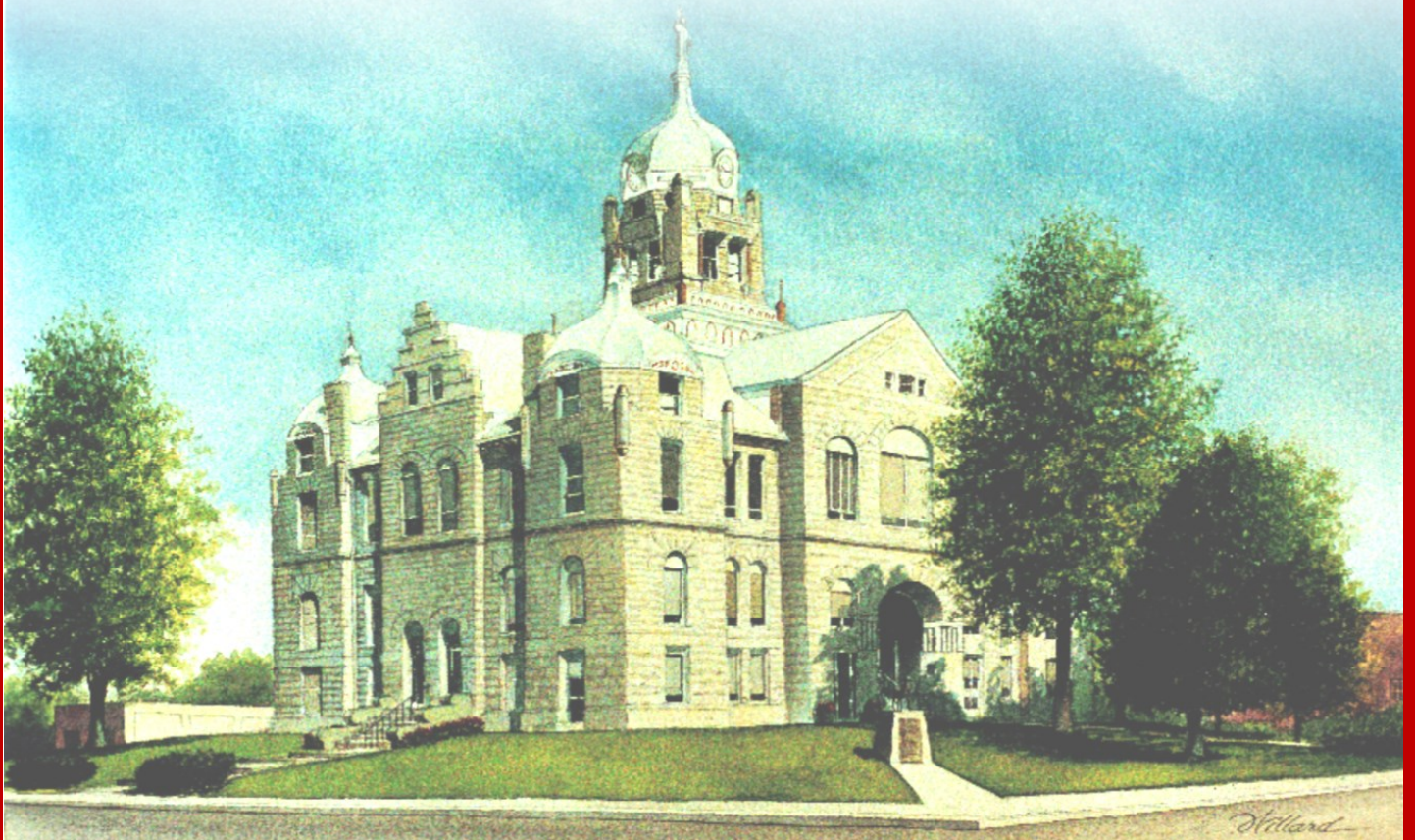
*A helpful guide describing the practices, duties, and services offered by the offices of Johnson County, Missouri.*

## QUICK REFERENCE GUIDE

Adoption—Circuit Court  
 Bids—County Clerk  
 Child Support Information—Circuit Court  
 Courthouse Maintenance—Commissioners  
 Death & Birth Certificates—Community Health  
 Deeds—Recorder  
 Divorce (Marriage Dissolution)—Circuit Court  
 Employment Applications—Human Resources  
 Ex Parte Order of Protection—Circuit Court  
 Felony Cases—Circuit Court  
 Fictitious Name Application—County Clerk  
 Garnishments—Assoc. Circuit Court  
 Genealogy—Recorder, Probate Court, County Clerk  
 Guardianship/Conservatorship—Public Admin.  
 Jury Duty—Circuit Court  
 Legal Description (complete)—Recorder  
 Licenses: Auctioneer—County Clerk  
     Liquor—County Clerk  
     Marriage—Recorder  
     Merchant—Collector  
 Liens: Income Tax—Recorder  
     Mechanics—Circuit Court  
     Sales Tax—Recorder  
 Military Discharge—Recorder  
 Misdemeanor Cases—Assoc. Circuit Court  
 Maps: Aerial—Assessor  
     Plat Books—County Clerk  
     County—County Clerk  
 Name Change (legal)—Circuit Clerk  
 Notary Public Application—County Clerk  
 Notary Public Service—County Clerk, bank, attorney

Passports—Post Office  
 Purchasing—Auditor  
 Restraining Order (See Ex Parte)—Attorney  
 Road & Bridge Maintenance—Commissioners  
 Small Claims—Assoc. Circuit Court  
 Surveys & Plats—Recorder  
 Traffic Tickets: State/County—Assoc. Circuit Court  
     Warrensburg—Wsbg Police Dept.  
     Other Cities—Probate Court  
 Tax: Exemption—Assessor  
     Income—Accountant or Tax Service  
     Payment (Personal & Real)—Collector  
     Receipts—Collector  
     Sales Tax Application—County Clerk  
 Values of Property—Assessor  
 Wills & Probate—Probate Court

<b>Sheriff - Scott Munsterman</b>	<b>660-747-6469</b>
278 SW 871 Rd, Centerview	
<b>Coroner - Clark Holdren</b>	<b>660-747-9114</b>
617 N. Maguire, Warrensburg	
<b>Emergency Management</b>	<b>660-747-2666</b>
263 SE Hwy 13, Warrensburg	
<b>Central Dispatch (911)</b>	<b>660-747-2265</b>
315 Hawthorne Blvd, Warrensburg	
<b>Road and Bridge Department</b>	<b>660-747-6821</b>
335 E. North St, Warrensburg	
<b>Maintenance Department</b>	<b>660-624-2373</b>
300 N. Holden St, Warrensburg	
<b>Custodial Department</b>	<b>660-624-8976</b>
300 N. Holden St, Warrensburg	



**JOHNSON COUNTY COURTHOUSE**  
**300 N. HOLDEN STREET, WARRENSBURG**

**Auditor** 660-747-2633

**Chad Davis**

- Maintains the general ledger for the County.
- Accounts payable for the County.
- Countersigns all licenses, tax statements and checks issues for the County.
- Conducts audits on the monthly reports received from offices.
- Issues purchase orders and operating as the central purchasing department.

**County Commission** 660-747-2112

**Troy A. Matthews, John L. Marr,  
Charlie Kavanaugh**

- Supervises county road and bridge maintenance.
- Approves County Operating Budget.
- County buildings and grounds maintenance.
- Neighborhood Improvement Districts.
- Issue county ordinances/set speed limits on county roads.
- Appoints county boards.

**County Clerk** 660-747-6161

**Diane Thompson**

- Maintains permanent records of the County Commission.
- Liaison between county offices and state agencies.
- Issues Auctioneer and Liquor Licenses.
- Provides state forms for registering a fictitious name and obtaining a sales tax number for a new business.
- Administers oath to notary publics.
- Prepares bids for the County.
- Election Authority for Johnson County, including filing candidates for county office and administering oath of office.

**Voter Registration** 660-747-7414

- Voter Registration and supervises elections.

**Human Resources** 660-747-5641

- Oversees Human Resources.

**Public Administrator** 660-747-5327

**Nancy Jo Jennings**

- Provides guardianship and/or conservatorship duties for those people in Johnson County for whom it has proven need such help.
- Annual report to the Court regarding care and administration of each estate.
- Being appointed Personal Representative in a descendants estate where no will was made, which may require duties such as cleaning out a home or holding an auction.
- Works with the Division of Aging, Social Security and Division of Family Services to locate resources for the people assigned to the office.

**Recorder** 660-747-6811

**Stormy Taylor**

- Maintains and preserves some of our communities most important records, including documents of writing affecting real property (warranty deeds, deeds of trust, releases and assignments), subdivision plats, surveys, federal and state tax liens.
- Records military discharges.
- Issues marriage licenses.
- Maintaining and preserving all recorded documents dating back to 1835.

**Treasurer** 660-747-7411

**Heather Reynolds**

- Responsible for receipting, distributing and investing funds for the County.
- Balances the financial books for the County and ensures that monies are correctly accounted for in separate funds as required by Missouri Law.
- Maintains records for grants and reimbursements held by Johnson County.
- Ensures the correct deposit to over 100 accounts.

**JOHNSON COUNTY SOUTH ANNEX**  
**1310 S. MAGUIRE STREET, WARRENSBURG**

**Assessor** 660-747-9822

**Mark Reynolds**

- Responsible for assessing values of all personal property and real estate in Johnson County.
- Transfers ownership of real estate on tax records.
- County plat books and maps are available in this office.
- Provides public information about property in the county.
- Issues certificates of non-assessment of taxes (exemptions).
- Aerial maps available for \$5 each.
- Completes and updates county maps as property changes.
- Flood Plain Administrator.

**Collector** 660-747-5531

**Laura Smith**

- Prepares and mails personal property and real estate tax bills.
- Collection and distribution of personal property and real estate taxes for Johnson County as well as each City.
- Provides duplicate paid tax receipts.
- Provides paid personal property tax information to Dept. of Revenue in Jefferson City to allow all license bureaus in the state access.
- Issues Merchant's Licenses.
- Conducts annual tax sale for real estate having 3 years delinquent tax.

**JOHNSON COUNTY JUSTICE CENTER**  
**101 W. MARKET STREET, WARRENSBURG**

**Circuit Court** 660-422-7413

**Circuit Clerk Stephanie Elkins**

**Circuit Judge R. Michael Wagner**

**Circuit Judge Stacey Lett**

**Associate Circuit Judge Brent F. Teichman**

**Associate Circuit Judge Kaitlyn A. Roach**

**Duties of the Circuit Court**

- Civil lawsuits over \$25,000.
- Court record retention.
- Filing of wills and administrative of assets.
- Estates including decedents, minors, incapacitated and disabled persons.
- Ex Parte Order of Protection. This differs from the Restraining Order, which is issued by an attorney.
- Felonies, misdemeanors and civil cases up to \$30,000.

- Files Mechanic's Liens.

- Jury selection and jury duty.

- Marriage Dissolutions; however, those interested in dissolutions are urged to seek legal advice through an attorney. No forms are available in this office.

- Municipal tickets for Holden, Leeton, Chilhowee, Centerview, and Kingsville.

- Name change, juvenile, felony and adoption cases.

- Small claims, garnishments, sequestrations and appeals.

- Traffic tickets issued by the Missouri Highway Patrol, Johnson County Sheriff's Dept. and Conservation Agents.

**Prosecutor** 660-422-7400

**Rob Russell**

**Juvenile Office** 660-422-7418

**Adam Thomas**