

INFORMATIONAL DIRECTORY

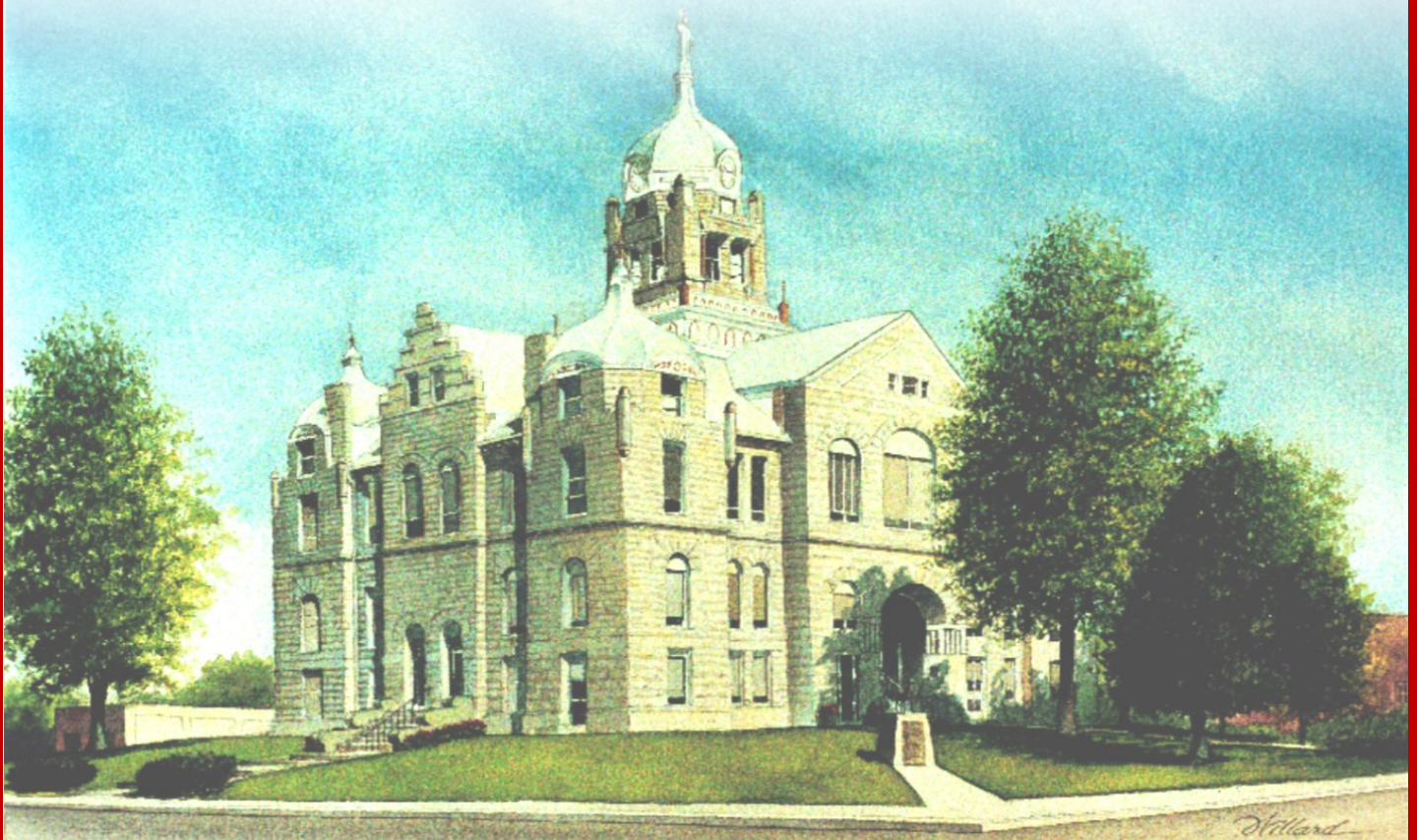
A helpful guide describing the practices, duties, and services offered by the offices of Johnson County, Missouri.

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

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

Elections / 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 Marcy Anderson

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

Jenay Barker