

## 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

# JOHNSON COUNTY JUSTICE CENTER

101 W. MARKET STREET, WARRENSBURG

**Circuit Court** **660-422-7413**

**Circuit Clerk Stephanie Elkins**  
**Circuit Judge William B. Collins**  
**Circuit Judge Michael Wagner**  
**Associate Circuit Judge Sue Dodson**  
**Associate Circuit Judge Brent Teichman**

### 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**

# JOHNSON COUNTY INFORMATIONAL DIRECTORY

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



### **Johnson County Courthouse**

300 N. Holden Street

Warrensburg, Missouri 64093

### **Johnson County Justice Center**

101 W. Market Street

Warrensburg, Missouri 64093

### **Johnson County Sheriff**

278 SW 871st Road

Centerview, Missouri 64019

### **Johnson County South Annex**

1310 S. Maguire Street

Warrensburg, Missouri 64093

# JOHNSON COUNTY COURTHOUSE 300 N. HOLDEN, WARRENSBURG

## County Commission 660-747-2112

**Bill Gabel, John L. Marr,  
Charlie Kavanaugh**

- Supervises county road and bridge maintenance.
- Approves County Operating Budget.
- Courthouse building 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.

## 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.

## 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.

## Economic Development 660-747-0244

## 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.

## 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.

## Surveyor 660-747-9512

**Sam King**

425 N. Holden, Warrensburg

## Sheriff 660-747-6469

**Scott Munsterman**

278 SW 871st Rd, Centerview

## Coroner 660-238-4832

**Clark Holdren**

617 N. Maguire, Warrensburg

## Emergency Management 660-747-2666

122 Hout Street, Warrensburg

## Central Dispatch (911) 660-747-5511

315 Hawthorne Blvd., Warrensburg

## Road and Bridge Dept. 660-747-6821

335 E. North Street, Warrensburg

# JOHNSON COUNTY SOUTH ANNEX 1310 S. MAGUIRE, 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

**Ruthane Small**

- 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.
- Conductions annual tax sale for real estate having 3 years delinquent tax.