



FRANK WHITE, JR.
Jackson County Executive

EXECUTIVE ORDER NO. 19-24

**TO: MEMBERS OF THE LEGISLATURE
CLERK OF THE LEGISLATURE**

**FROM: FRANK WHITE, JR.
JACKSON COUNTY EXECUTIVE**

DATE: OCTOBER 1, 2019

**RE: JACKSON COUNTY MUNICIPAL COURT ADMINISTRATOR
APPOINTMENT**

RECEIVED

OCT 01 2019 JWR
12:32 am
MARY JO SPINO
COUNTY CLERK

Pursuant to article VII, section 7 of the 2010 Jackson County Charter and section 1801 of the Jackson County Code, I hereby appoint Sherry Cosby as Jackson County Municipal Court Administrator. A copy of Ms. Cosby's resume is attached.



Frank White, Jr., County Executive

Date: 10/1/2019



Sherry E. Cosby

5604 E. 100th Street • Kansas City, Missouri 64137

816-536-9495

just1sec70@gmail.com

Dedicated and accomplished professional with over 20 years of various administrative experience supporting senior level executives. Customer focused self-starter who enjoys a team environment but also demonstrates success with individual tasks; exceptional interpersonal, communication and organizational skills. Strong knowledge of Microsoft Office Suite and familiar with other operating applications/systems.

*Policies and Procedures Implementation

*Customer Service & Community Relations

*Teambuilding & Supervision

*Staff Development & Training

*Confidential Information/Records Management

*Report & Documentation Preparation

PROFESSIONAL EXPERIENCE

Jackson County Prosecutor's Office, Kansas City, MO

Legal Assistant/Restitution Coordinator

Executive Assistant

Legal Secretary

May 2015 – Present

February 2005 – May 2015

August 2003 – February 2005

- Responsible for filing and monitoring traffic and restitution cases; working knowledge of Missouri Statutes
 - Serves as an advisor to the Jackson County Prosecutor and other members of the executive staff team
 - Provides administrative help to assistant prosecuting attorneys and offers guidance to staff as needed
 - Contributes to special projects; coordinating and assisting when or where ever necessary
 - Assisted administrative staff with processing payroll, managing office supplies and planning events
 - Offered support in settling invoices, monitoring expenses and budgets, and maintaining financial records
- Recipient of the Prosecutor's Office annual award for "New Employee of the Year" in 2003
Recipient of the Prosecutor's Office annual award for "Employee of the Year" in 2006
Currently serves on the Prosecutor's Office Diversity Committee

Rockhurst University, Kanas City, MO

Administrative Assistant/Secretary

August 1998 – May 2003

- Provided secretarial support to an assistant dean and to the staff of the Education department
- Offered general assistance to students, faculty, staff and the public as needed
- Responsible for hiring, training and supervising the department's work study students
- Assisted students and other staff with admissions and in the registration process
- Maintained confidential records, office filing systems, and served as an exam proctor

FORMAL EDUCATION

Penn Valley Community College, Kanas City MO

Associate in Applied Science, Child Growth and Development

May 1995

- Honors Program
- Minority Talent Roster 1995