



FRANK WHITE, JR.
Jackson County Executive

EXECUTIVE ORDER NO. 22-15

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

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

DATE: JULY 25, 2022

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

RECEIVED

JUL 25 2022

MARY JO SPINO
COUNTY CLERK

JAK
1:45 pm

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

Frank White, Jr., County Executive

Date: 7/25/22



Mackenzie Berry

411 SW 25th Street
Blue Springs, MO 64015
Phone: (816) 881-4696
Email: mberry@jacksongov.org

EXPERIENCE

Jackson County Municipal Court, Independence — *Assistant Court Administrator*

November 2019 - PRESENT

Assistant to Judge; supervises staff, records monthly financial reports and submits to state judiciary system (OSCA); maintains all court dockets (including treatment court dockets); maintains office records; ensures court procedures are followed; processes bonds; answers phones; and data entry.

City of Blue Springs, Blue Springs — *Deputy Court Clerk*

December 2017 - November 2019

Initiated case openings; managed failure to appear dockets; prepared and maintained legal filings; developed and implemented new court processes; maintained and balanced the cash bond account; prepared deposits; and notarized documents.

McElligott, Ewan & Hall. P.C., Independence — *Legal Assistant/Receptionist*

March 2017 - December 2017

Opened client files; assisted attorneys in preparation for trials and hearings; ensured proper filing of documents; communicated with clients regarding case status; and managed case files.

AFFILIATIONS

Missouri Association for Court Administration - MACA
Member since 2018

Western Association for Court Administration - WACA
Member since 2018

EDUCATION

Blue Springs High School, Blue Springs, MO — *High School Diploma*

May 2017

SKILLS

Analytical research skills, organization skills, time management, written communication skills, financial management, leadership, calendaring and scheduling, legal research, records management, supervisory skills, and Incode software.

LANGUAGES

English

REFERENCES

Brandi Lancaster

Email:
brandibickham@gmail.com

Kyria Brown

Email:
kyriabrown04@gmail.com

Alexis Washington

Email:
awashington7899@gmail.com

CAREER OBJECTIVES

Achieve a bachelor's degree in criminal justice and obtain a managerial position that utilizes my previous job experience in the finance and customer service industry.