

JOB OPPORTUNITY
THIRD JUDICIAL CIRCUIT
JUVENILE OFFICE

Third Judicial Circuit – Trenton, Missouri

Position Available: Juvenile Officer I or II
Full Time Position with benefits

Salary Range: \$33,276.00 - \$36,924.00, depending upon experience and qualifications

Basic Functions and Responsibilities: This is entry level professional work in the enforcement and administration of the Missouri Juvenile Justice System. An employee in this position is vested with the statutory authority of a juvenile officer to take charge of children who come under the jurisdiction of the juvenile or family court. This position is expected to exercise supervision over juveniles under the court's jurisdiction. Employees in this class are expected to work with some degree of independence. Close supervision is received from and work is reviewed by a higher level Juvenile Officer.

Characteristic Duties: Any one position may not include all of the duties listed, nor do the examples cover all of the duties that may be performed.

Responding to on-call or daily referrals made by law enforcement agencies, schools or the Department of Social Services; Scheduling pre-court staffing between the Department of Social Services, juvenile office, interested parties, and attorneys, and notifying all persons involved; Arresting and detaining juveniles who may be charged with criminal offenses; providing and explaining legal rights to the alleged offender; Placing alleged and convicted delinquent juveniles in local, regional or contracted detention centers; Preparing petitions, motions, social and court summaries and other reports for all juveniles on caseload; Scheduling pre-court staffing between Department of Social Services, juvenile office, attorneys, and notifying all persons involved; Supervising juveniles placed on probation by establishing guidelines and completion requirements for probation agreements and community service; Recommending and monitoring probation plans including regular onsite visits to a juvenile's school and home;

Conducting informal conferences with juveniles and parents to discuss rights of juveniles and alternative methods than formal charges and court; conducting formal conferences with juveniles and parents to discuss formal charges brought against juveniles and to advise juveniles of their rights;

Assisting law enforcement agencies in the investigation of juvenile cases, with questioning of all alleged juvenile offenders; Maintaining working relationships with local officials to monitor educational progress of juveniles on probation; Representing the juvenile court system at schools and community meetings and making presentations as required; Making recommendations to the juvenile court based on evidence, client history and statutory requirements; Working with prosecutors or contracted attorneys to adjudicate contested cases before the juvenile court; and

Performing related work as required.

Qualifications: The following statement represents the minimum education and experience used to determine qualifications of applicants, provided equivalent substitutions will be permitted in case of deficiencies of either experience or education. Education above the minimum stated may be substituted on a year-for-year basis for the required general experience; experience above the minimum stated may be substituted on a year-for-year basis for the required education.

Juvenile Officer I – Graduation from a four year college or university with a degree in Criminal Justice Administration, Criminology, Psychology, Sociology, Social Work or related field. OR - Professional employment in a public or private agency involving a substantial amount of time (over 50% time) in the delivery of protective services to families, adults, children or the aged may be substituted on an a year-for-year basis for the required education.

Juvenile Officer II – Graduation from a four year college or university with a degree in Criminal Justice Administration, Criminology, Psychology, Sociology, Social Work or related field, and two years of experience as a Juvenile Officer I or the equivalent.

Resumes accepted through May 30, 2018.

Send resumes to: Rita Martz, Third Circuit Juvenile Officer
700 Main St., Suite 13
Trenton, Missouri 64683

The Third Judicial Circuit Juvenile Office is an Equal Opportunity Employer.