

CALLAWAY COUNTY, MISSOURI

JOB ANNOUNCEMENT

Announcement Date 6/15/2018

For The Office Or Department Of:

Job Title Program Assistant

13th Circuit Family Court Services – Juvenile Division

Number of Positions Available One

2800 Cardinal Drive, Suite A

Full Time _____ Part Time X

Temporary _____ Regular X

Fulton, MO 65251

Hourly Pay \$10.00 – Callaway County Paid Position

Contact Kirsten Lange-Kerns

Starting Date Immediately

Applications Accepted Through 7/2/2018 or until position is filled

Phone 573-826-2844

SUMMARY OF DUTIES:

Positions available for 15 - 25 hours per week. Seeking highly motivated individuals to supervise, monitor, tutor, transport juveniles, serve subpoenas, copy discovery, work with victims of juvenile crime, complete filing; and to assist Deputy Juvenile Officers, Legal Counsel and/or Clerical within the office.

QUALIFICATIONS:

Applicants must be a high school graduate or equivalent plus 1 year of responsible work experience or 2 years of general college work. Computer skills required. All applicants must have a valid driver's license and be 21 years of age.

Applications are available at: <http://www.courts.mo.gov/hosted/circuit13/other/jobs.htm>

Submit resumes/applications to Kirsten Lange-Kerns, Supervisor, Family Court Services – Juvenile Division, 2800 Cardinal Drive, Suite A, P O Box 465, Fulton, MO 65251 or e-mail to CWY-Jobs-Juvenile@courts.mo.gov. Applications due by July 2, 2018; however applications will be accepted until the position is filled. EOE

Review will be based on information as is appears on the application.

CALLAWAY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER