

# THIRTEENTH JUDICIAL CIRCUIT FAMILY COURT JOB ANNOUNCEMENT

Announcement Date: **July 1, 2019**

Job Title: **Deputy Juvenile Officer**

Number of Positions Available: **1**

Full Time: **X** Part Time:

Temporary: Regular: **X**

Starting Annual Salary: **\$33,276.00**

For the Office or Department of:

**13<sup>th</sup> Judicial Circuit Family Court  
Juvenile Division  
2800 Cardinal Drive, Ste A  
Fulton, MO 65251**

Contact: **Kirsten Lange-Kerns**

Phone: **(573) 826-2844**

**This position is state-funded.**

*Advise of Interest to:*

**Kirsten Lange-Kerns  
13<sup>th</sup> Judicial Circuit Family Court  
Juvenile Division  
2800 Cardinal Dr., Ste A  
P O Box 465  
Fulton, MO 65251**

**Submit resumes/applications by 5:00 P.M., Friday, July 19, 2019.**

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

**Submit resume and request application forms electronically to:**

**[Amy.Maupin@courts.mo.gov](mailto:Amy.Maupin@courts.mo.gov).**

## **Definition of Work:**

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.

**Examples of Work Performed** (Any one position may not include all of the duties listed, nor do the examples cover all of the duties that may be performed.)

Responds to on-call or daily referrals made by law enforcement agencies, schools or the Department of Social Services.

Schedules pre-court staffing between the Department of Social Services, juvenile office, interested parties, and attorneys, and notifies all persons involved.

Arrests and detains juveniles who may be charged with criminal offenses; provides and explains legal rights to the alleged offender.

Places alleged and convicted delinquent juveniles in local, regional or contracted detention centers.

Prepares petitions, motions, social and court summaries and other reports for all juveniles on caseload.

Schedules pre-court staffing between Department of Social Services, juvenile office, attorneys, and notifies all persons involved.

Supervises juveniles placed on probation by establishing guidelines and completion requirements for probation agreements and community service.

Recommends and monitors probation plan including regular onsite visits to the juvenile's school and home.

Conducts informal conferences with juvenile and parents to discuss rights of juvenile and alternative methods than formal charges and court.

Conducts formal conferences with juvenile and parent to discuss formal charges brought against juvenile and to advise juvenile of rights.

Assists law enforcement agencies in the investigation of juvenile cases, with questioning of all alleged juvenile offenders.

Assists the Division of Family Services in the investigation of severe physical or sexual abuse and neglect.

Maintains working relationship with local school officials to monitor educational progress of juvenile on probation.

Represents the juvenile court system at schools and community meetings and makes presentations as required.

Makes recommendations to the juvenile court based on evidence, client history and statutory requirements.

Works with prosecutors or contracted attorneys to adjudicate contested cases before the juvenile court.

Performs related work as required.

### **Required Knowledge, Skills and Abilities**

(This job description does not include specific physical requirements necessary to perform the job, such as carrying, standing, and lifting. Such requirements vary from position to position and may be determined by the appointing authority.)

Some knowledge of juvenile courts and procedures.

Basic knowledge of statutes and laws regarding juvenile cases.

Basic knowledge of personal computers and software.

Ability to apprehend and detain alleged juvenile offenders including the use of necessary physical force.

Ability to prepare motions, petitions and other legal documents for each juvenile on caseload.

Ability to prepare and present cases and make recommendations to the juvenile court.

Ability to communicate effectively with staff and public.

Ability to handle potentially hostile situations with a juvenile and family regarding a referral.

### **Physical Demands**

While performing the duties of this job, the employee is frequently required to walk; sit; and talk; or hear. The employee is routinely required to work with the hand or hands in handling, seizing, holding, or grasping motions and with the fingers in picking or pinching actions; frequently required to lift and/or move up to 30 pounds and occasionally required to exert up to 50 pounds of force; is occasionally required to maintain body equilibrium while bending at the waist or at the knees. The employee must occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision and distance vision. The employee must be able to assist in the physical restraint of a combative minor within the center.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Potential problems may exist with juveniles who do not follow the rules and are subject to sanctions. The noise level in the work environment is usually moderate. The employee may be exposed to hazardous situations, which may involve physically violent or mentally or emotionally disturbed persons. The employee is required to work outside normal business hours. Must abide by Missouri Juvenile Officer Performance Standards.

### **Required Minimum Education and Experience**

(The following statement represents the minimum education and experience that will be used to determine qualifications of applicants, provided equivalent substitution 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.)

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 substantial amount of time (over 50% time) in the delivery of protective services to families, adults, children or the aged may be substituted on a year for year basis for the required education.

Preferred Qualifications:

Applicant must be a college graduate with a degree in Juvenile Justice, Education, Social Work, Psychology, or Sociology preferred. Resident of Callaway County preferred. Qualified applicants must be 21 years of age and must possess a valid Missouri driver's license. Applicants for employment must meet the applicable requirements of the federal Immigration and Nationality Act, and any applicable residence requirements established by state law.

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EOE & in Compliance with ADA