

Matthew Holt
Court Services Administrator

Jeff Hall
Chief Juvenile Officer
Detention Superintendent

Garla Mills
Director of Residential Services

Wendy Potter
Director of Clerical Services



STATE OF MISSOURI

Second Judicial Circuit
Juvenile Division
www.juvenilecircuit2.org

Russell E. Steele
Presiding Circuit Judge

Adair County
1400 South Boundary
Kirksville, MO 63501
660-665-4224

Knox County
P.O. Box 116
Edina, MO 63537
660-397-3559

Lewis County
P.O. Box 117
Monticello, MO 63457
573-767-5210

Job Announcement

2nd Judicial Circuit
Juvenile Division
Kirksville, Missouri

Position: Deputy Juvenile Officer II - A021913FS-10

Description: An employee in this position is vested with statutory authority of a Juvenile Court Officer to take charge of children who come within the jurisdiction of the Juvenile Court. An employee in this position is expected to exercise supervision over juveniles under the Court's jurisdiction and to work with a high degree of independence. This person will be required to prepare petitions, motions, social and court summaries and other reports for all juveniles on caseload, deliver diversionary educational programs to juvenile's throughout the circuit which would include Adair, Knox and Lewis Counties, and will respond to on-call or daily referrals made by law enforcement agencies, schools or the Department of Social Services, Children's Division.

Salary: Probationary salary of \$35,340.00 and after successful completion of six months probationary period annual salary of \$36,024.00. This is a county funded position and all applicable county benefits will apply.

Qualifications: 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 equivalent. Education and experience may be substituted on a year for year basis.

Application: Applications may be picked up and returned to the Bruce Normile Juvenile Justice Center, 1400 South Boundary Street, Kirksville, Missouri 63501. Applications may also be obtained and submitted at www.juvenilecircuit2.org. Applications should be accompanied by a resume and will be accepted until Friday, March 8, 2013 at 5:00 PM.

The Second Judicial Circuit Court of Missouri is an Equal Opportunity Employer.