

Matthew Holt  
Court Services Administrator

Jeff Hall  
Chief Juvenile Officer

Garla Mills  
Director of Residential Services

Misty Goings  
Detention Superintendent

Wendy Potter  
Director of Clerical Services



## STATE OF MISSOURI

Second Judicial Circuit  
Juvenile Division  
[www.juvenilecircuit2.org](http://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

### A040913RES-13

**Position:** Part-Time Detention Aide I/Residential Unit

**Description:** The Second Judicial Circuit Court, Juvenile Division is seeking applicants to fill the position of Part-Time Detention Aide I at the Bruce Normile Juvenile Justice Center, Kirksville, MO. Duties will include but not limited to the responsibility for safety, personal conduct, and care of juveniles. An employee in this position will be expected to work efficiently with diverse populations. This position will be required to work 20 hours per week and be available to work varying hours during the week and weekend.

**Salary/Wages:** Probationary pay of \$12,138 annually, \$12,324 annually following successful completion of 6 month probationary employment period. This position is regulated by Missouri State Court classification of Detention Aide I and all applicable state benefits will apply.

**Qualifications:** Position requires High School education, GED or equivalent with one year of previous experience in the direct care and interaction with children such as YMCA, daycare, schools, recreational facilities or residential care programs.

**Application:** Applications may be picked up and returned to the Bruce Normile Juvenile Justice Center, 1400 South Boundary Street, Kirksville, MO 63501. Applications may also be obtained and submitted at [www.juvenilecircuit2.org](http://www.juvenilecircuit2.org). Applications should be accompanied by a resume and will be accepted until Tuesday, April 23, 2013 at 5:00 PM.

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