

# THIRTEENTH JUDICIAL CIRCUIT FAMILY COURT JOB ANNOUNCEMENT

Announcement Date: May 3, 2013

Job Title: Program Assistant

Number of Positions Available: 2

Full Time: Part Time: X

Temporary: Regular: X

Starting Salary: \$9.50 hourly

For the Office or Department of:

13<sup>th</sup> Judicial Circuit Family Court  
Juvenile Division  
Boone County Courthouse  
705 E. Walnut  
Columbia, MO 65201

Contact: Cindy Garrett

Phone: (573) 886-4200

*Advise of Interest to:*

Cindy Garrett  
13<sup>th</sup> Judicial Circuit Family Court  
Juvenile Division  
Boone County Courthouse  
705 E. Walnut  
Columbia, MO 65201

Submit resumes/applications by 5:00 P.M., Friday, May 10, 2013.

Submit resume and request application forms electronically to:  
[BNE-Jobs-Juvenile@courts.mo.gov](mailto:BNE-Jobs-Juvenile@courts.mo.gov)

***Summary of Duties:***

Positions available for 10 - 20 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.

Review of applications/resumes will be based on information as it appears on the application.

EOE & in Compliance with ADA