

# **THIRTEENTH JUDICIAL CIRCUIT FAMILY COURT JOB ANNOUNCEMENT**

**Announcement Date: August 19, 2013**

**Job Title: Deputy Juvenile Officer**

**Number of Positions Available: 1**

**Full Time: X Part Time:**

**Temporary: Regular: X**

**Starting Annual Salary: \$31,800.00-\$32,364.00**

**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**

**This position will either be grant-funded  
or state-funded.**

***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. Monday, August 26, 2013.**

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

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

**[BNE-Jobs-Juvenile@courts.mo.gov](mailto:BNE-Jobs-Juvenile@courts.mo.gov)**

***Summary of Duties:***

Responsible, challenging, entry level position which includes legal and social investigations of abuse and neglect, intake meetings with youth and their families, supervision of juveniles adjudicated for violations of state laws, liaison with law enforcement agencies and youth serving agencies.

***Qualifications:***

Applicant must be a college graduate with a degree in Juvenile Justice, Education, Social Work, Psychology or Sociology preferred. Position requires residence in Boone County. Qualified applicants must be 21 years of age and must possess a valid Missouri driver's license.

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

**EOE & in Compliance with ADA**

# THIRTEENTH JUDICIAL CIRCUIT FAMILY COURT JOB ANNOUNCEMENT

Announcement Date: **August 19, 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  
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**[BNE-Jobs-Juvenile@courts.mo.gov](mailto:BNE-Jobs-Juvenile@courts.mo.gov)**

### ***Summary of Duties:***

Part-time positions available for 10-20 hours per week. Seeking highly motivated individuals to supervise, monitor, transport juveniles, copy discovery, answer phones, 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**