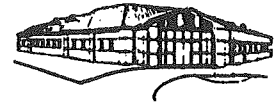


**19th Judicial Circuit of Missouri
Cole County Juvenile Division**

Michael W. Prenger



Family Center

400 Stadium Boulevard • Jefferson City, Missouri 65101 • (573) 636-5177 • Fax (573) 634-5162

JON E. BEETEM
Circuit Judge
Juvenile Division

MICHAEL COUTY
Juvenile Court Administrator

December 1, 2013

Job Announcement

Position: Full Time Receptionist with benefits

Description: The 19th Circuit Court-Juvenile Division is seeking applicants to fill the Full Time Receptionist duties in Jefferson City, Missouri. Duties will include, but are not limited, to the responsibility for answering phones, filing, correspondence, generating information to the Juvenile Officers, greeting the parents, youth and public. This will be Monday through Friday, from 8:00 AM to 4:30 PM.

Applications: Applications may be picked up and returned to the Michael Prenger Family Center, 400 Stadium Blvd., Jefferson City, MO 65101. Applications should be accompanied by a resume and will be accepted until Friday, December 13, 2013 at 4:30 PM.