

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

Russell E. Steele
Presiding Circuit Judge

Adair County
1400 South Boundary
Kirkville, 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

A121013SEC-20

Position: Part-Time Detention Aide I/ Secure Detention 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, Kirkville, 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 and 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 \$12,138.00 annually, \$12,324.00 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, Kirkville, MO 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, December 20, 2013 at 5:00 PM.

The Second Judicial Circuit Court of Missouri is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the court will provide reasonable accommodations to qualified individuals with disabilities.



**SECOND JUDICIAL CIRCUIT OF MISSOURI
ADAIR, KNOX & LEWIS COUNTIES**

1400 South Boundary
Kirksville, Missouri 63501

Russell E. Steele
Presiding Circuit Judge

Matthew D. Holt
Court Services Administrator
Second Judicial Circuit Court

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Job Announcement

Position: Court Clerk II

Description: The Second Judicial Circuit Court is seeking applicants to fill the position of Court Clerk II at the Adair County Circuit Clerk's Office, Adair County Courthouse, Kirksville, Kirksville, MO. Work involves responsibility for a specific area of court case processing or for performing a variety of technical clerical functions which requires the application of independent judgment and the interpretation of statutes, policies and regulations. The primary work of the person in this position will be record retention. This position will be required to work 24 hours per week and be available to work varying hours during the week.

Salary/Wages: Probationary pay of \$14,565.60 annually, \$14,788.80 annually following successful completion of 6 month probationary employment period. This position is regulated by Missouri State Court classification of Court Clerk II and all applicable state benefits will apply.

Qualifications: Position requires graduation from high school and two years general clerical experience. Represents minimum education and experience which will be used to determine qualifications of applicants, provided equivalent substitution will be permitted in case of deficiencies of either experience or education.

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. Applications will be accepted until Tuesday, December 24, 2013 at 5:00 PM.

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