

THIRTEENTH JUDICIAL CIRCUIT FAMILY COURT JOB ANNOUNCEMENT

Announcement Date: **January 3, 2014**

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:

**13th 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
13th Judicial Circuit Family Court
Juvenile Division
Boone County Courthouse
705 E. Walnut
Columbia, MO 65201**

Submit resumes/applications by 5:00 P.M., Friday, January 10, 2014.

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

Summary of Duties:

Part-time positions available for 10-20 hours per week. Seeking highly motivated individuals to supervise, monitor, transport juveniles, supervision of programs, 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.

EOB & in Compliance with ADA