

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
Kirksville, 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

A031114SEC-25

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, Kirksville, 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 \$12,390.00 annually, \$12,576.00 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, Kirksville, 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, March 21, 2014 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.