

# THIRTEENTH JUDICIAL CIRCUIT FAMILY COURT JOB ANNOUNCEMENT

Announcement Date: **April 7, 2014**

Job Title: **Program Assistant**

Number of Positions Available: **3**

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  
Boone County Courthouse  
705 E. Walnut  
Columbia, MO 65201**

**Submit resumes/applications by 5:00 P.M., Monday, April 14, 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](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 assist Deputy Juvenile Officers, Legal Counsel and/or Clerical with supervising, monitoring, transporting juveniles, supervision of programs, copying discovery, answering phones, and backfiling.

***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**