

## **39<sup>th</sup> Judicial Circuit Job Announcement**

**Position Title:** Chief Juvenile Officer

**Salary/Benefits:** The starting salary is \$43,056 annually depending on experience and qualifications. This position is as an employee of the state of Missouri and eligible for full benefits and vacation accruals provided through the state.

**Definition of Work:** The Chief Juvenile Officer reports directly to the Presiding Judge and serves as the senior manager of the 39th Circuit Juvenile Office. The responsibilities of this position include, but are not limited to, the following:

- Planning, budgeting, training, coordinating, staffing and general administration of juvenile court services for the three counties of the 39<sup>th</sup> Judicial Circuit (Barry, Lawrence, Stone).
- The development, dissemination and implementation of policies and procedures to ensure that the juvenile office complies with the state statutes and regulations, judicial mandates and rules of the Supreme Court of Missouri.
- The development and implementation of training programs for all deputy juvenile officers.
- Monitoring and evaluating deputy juvenile officers' performances in court and in the field.
- Working closely with area law enforcement, schools, the Children's Division and treatment providers in an effort to coordinate their efforts and resources for the benefit of the youth of the 39<sup>th</sup> Circuit.

The successful candidate will be a team-oriented individual with a successful history of developing and maintaining relationships with a variety of stakeholders and possess strong communication skills.

**Minimum Education and Experience Requirements:** Graduation from an accredited college or university with a bachelor's degree in Psychology, Criminal Justice, Sociology or other related behavioral science and at least three years of experience in case management with juvenile or adult offenders or related work including at least one year of supervisory experience. A graduate level degree or J.D. may substitute for up to two years of the required experience.

**Application:** Qualified candidates shall submit a cover letter, resume and at least three professional references to:

Presiding Judge Jack Goodman  
P.O. Box 364  
Monett, MO 65708

Or by email to: [Mariah.Rapp@courts.mo.gov](mailto:Mariah.Rapp@courts.mo.gov)

All application materials must be submitted by **Sept. 8, 2014**, to be eligible for consideration.

**The 39<sup>th</sup> Judicial Circuit is an Equal Opportunity Employer.**