

THIRTEENTH JUDICIAL CIRCUIT FAMILY COURT JOB ANNOUNCEMENT

Announcement Date: **September 4, 2014**

Job Title: **Program Assistant**

Number of Positions Available: **1**

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., Thursday September 11, 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 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. Applicants for employment must meet the applicable requirements of the federal Immigration and Nationality Act, and any applicable residence requirements established by state law.

Review of applications/resumes will be based on information as it appears on the application.

EOE & in Compliance with ADA