

CALLAWAY COUNTY, MISSOURI

JOB ANNOUNCEMENT

Announcement Date 9/8/2014

For The Office Or Department Of:

Job Title Program Assistant

13th Circuit Family Court Services – Juvenile Division

Number of Positions Available Two

2800 Cardinal Drive, Suite A

Full Time _____ Part Time X

Temporary _____ Regular X

Fulton, MO 65251

Hourly Pay \$9.50 – Callaway County Paid Position

Contact Ruth McCluskey

Starting Date immediately

Applications Accepted Through 9/19/2014 or until positions are filled

Phone 573-642-7992

SUMMARY OF DUTIES:

Positions available for 15 - 20 hours per week. Seeking highly motivated individuals to supervise, monitor, tutor, transport juveniles, serve subpoenas, copy discovery, work with victims of juvenile crime, complete 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.

Applications are available at: <http://www.courts.mo.gov/hosted/circuit13/other/jobs.htm>

Submit resumes/applications to Ruth McCluskey, Supervisor, Family Court Services – Juvenile Division, 2800 Cardinal Drive, Suite A, P O Box 465, Fulton, MO 65251 or e-mail to CWY-Jobs-Juvenile@courts.mo.gov. Applications due by September 19, 2014, however applications will be accepted until the positions are filled. EOE

Review will be based on information as is appears on the application.

CALLAWAY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER