

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 A102814RES-33

Position: Shift Supervisor/Juvenile Officer I - Residential Unit

Description: The Second Judicial Circuit Court, Juvenile Division is seeking applicants to fill the position of Shift Supervisor/Juvenile Officer 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 exercise considerable judgment and discretion and will supervise Detention Aides in the performance of duties in accordance with detention procedures and will be available for monthly on-call responsibilities.

Salary/Wages: Probationary pay of \$32,304.00 annually, \$32,856.00 annually following successful completion of 6 month probationary employment period. This position is regulated by Missouri State Court classification of Juvenile Officer I and all applicable state benefits will apply.

Qualifications: Position requires graduation from a four year college or university with a degree in Criminal Justice Administration, Criminology, Psychology, Sociology, Social Work or related field. Or Professional Employment in a public or private agency involving substantial amount of time (over 50%) in the delivery of protective services to families, adults, children or the aged may be substituted on a year basis for the required education.

Application: Applications may be picked up and returned to the Bruce Normile Juvenile Justice Center, 1400 S. Boundary, Kirksville, MO 63501. Applications may also be obtained and submitted at www.juvenilecircuit2.org. Applications should be accompanied by resume and will be accepted until Friday, November 7, 2014.

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.