

Job Announcement

Position: Court Services Administrator

Description: This is highly responsible administrative and professional level work in the enforcement and administration of the juvenile justice and other court related activities of the Second Judicial Circuit for the State of Missouri. This employee is responsible for the overall operation, supervision and administration of the Juvenile Office for the Second Judicial Circuit. This includes the Bruce Normile Juvenile Justice Center, a juvenile detention and residential facility located in Kirksville, Missouri, as well as field service offices located in Adair, Knox, and Lewis counties, and over fifty staff. Work includes caseload supervision, management, and distribution, human resources management, facilities management and serving as the chief financial officer and the chief public relations officer for Juvenile Justice and Juvenile Court operations. All work is performed under the supervision of the Presiding Judge of the Circuit.

Salary/Benefits: Minimum annual salary of \$51,000. Actual salary commensurate with education and experience. Benefit package of the Second Judicial Circuit.

Qualifications: A bachelor's degree from an accredited college or university in criminal justice administration, criminology, psychology, sociology, social work, business administration, human resources management, or similar or related fields, and four years of experience as a juvenile officer, or equivalent experience, including two years in a supervisory capacity. Equivalent substitution will be permitted in case of deficiencies in either experience or education.

Application: Applications may be obtained from and returned to the Bruce Normile Juvenile Justice Center, 1400 South Boundary Street, Kirksville, MO 63501, or online at www.juvenilecircuit2.org. Applications should be accompanied by a resume and will be accepted until December 22, 2014, at 5:00 PM.

The Second Judicial Circuit of Missouri is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Circuit will provide reasonable accommodations to qualified individuals with disabilities.