

*Vacant*  
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](http://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

**Position:** Community Service/Restitution/Mentoring Coordinator/School Liaison

**Description:** The Second Judicial Circuit Court, Juvenile Division is seeking applicants to fill the position of Community Service/Restitution/Mentoring/School Liaison. An employee in this position is vested with statutory authority of a Juvenile Court Officer to take charge of children who come within the jurisdiction of the Juvenile Court. An employee in this position is expected to exercise supervision over juveniles under the Court's jurisdiction and to work with a high degree of independence. This person will assist school personnel in administering and enforcing the Safe Schools Act and delivering diversionary programs such as but not limited to community service and mentoring within the schools and throughout the county.

**Salary/Wages:** Annual salary of \$31,310.00. This is a grant funded county position and all applicable county benefits will apply.

**Required Education:** Bachelors degree in Criminal Justice Administration, Criminology, Psychology, Sociology, Social Work or related field is preferred. Education and experience may be substituted on a year for year basis.

**Application:** Applications may be picked up and returned to the Bruce Normile Juvenile Justice Center, 1400 South Boundary Street, Kirksville, MO 63501. Applications may also be obtained and submitted at [www.juvenilecircuit2.org](http://www.juvenilecircuit2.org). Applications should be accompanied by a resume and will be accepted until Friday, February 13, 2015 at 5:00 PM.

**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.**