

SEVENTEENTH JUDICIAL CIRCUIT OF MISSOURI – JUVENILE DIVISION
CASS AND JOHNSON COUNTIES



Beverly A. Newman
CHIEF JUVENILE OFFICER

EMPLOYMENT OPPORTUNITY

The Seventeenth Judicial Circuit – Juvenile Division, Cass County Juvenile Center, has an immediate opening for a Administrative Assistant. This is a state paid full time position with benefits. The starting salary is \$ 25,032.00. Responsibilities include: preparing legal documents and court orders, filing, answering phones, greeting clients, maintaining an office calendar and processing mail. A minimum of a high school diploma (or equivalent) and three years of clerical experience are required and experience in a court or legal office setting if preferred. Regular work hours are Monday thru Friday, 8:00 a.m. to 5:00 p.m. with some flexibility.

Please forward resume and three (3) professional references to: Beverly A. Newman, Chief Juvenile Officer at the Cass County Juvenile Center, 2501 W. Mechanic Street, Suite 200, Harrisonville, MO 64701. Closing date for submissions: March 9, 2015. The Seventeenth Judicial Circuit of Missouri – Juvenile Division is an Equal Opportunity Employer.

CASS COUNTY JUVENILE CENTER

2501 W. Mechanic, Suite 200 Harrisonville, MO 64701
Telephone: (816) 380-8475 Facsimile: (816) 380-8490

JOHNSON COUNTY JUVENILE CENTER

101 W. Market, Suite 101 Warrensburg, MO 64093
Telephone: (660) 422-7418 Facsimile: (660) 422-7422

WEBSITE: www.Circuit17Kids.org

"Building strong families and capable children while ensuring justice in our community and community in our justice."

